

Initial Application Process:

1. SBA-11 Application
2. SBA-12 Experience verification (minimum 2 years , 104 weeks)
 - Experience cannot be any older than 10 years and it must be under the Supervision of a CPA. The supervisor must have a certificate or license for no less than three years prior to verifying the experience.

150 credit hours must be provided showing (36-Accounting, 30-Economics & Business Administration, 60-General and 24 credits in any credit subject). Transcripts must be sent in a seal envelope to the board. **Note: If applicant sat for CPA exam in Connecticut on or before April 26, 2007 you will not need to submit transcripts.**
3. Foreign education must be translated into American credits and broken down by subject. Questions relating to Foreign transcripts can be obtained from NACES (National Association of Credential Evaluation Services) www.naces.org
4. Question about CPA exam? Call Examination Services at 1-800-272-3926 or 615-880-4286, Connecticut Coordinator Geneva Mosley (ext.4269) or e-mail gmosley@NASBA.org
5. Ethics exam can be obtained from the AICPA , Phone number 212-596-6200. The AICPA usually keep there exam grades on file for up to 3 years.

Reciprocal Application Process:

1. SBA-11 Application
2. SBA-12 Experience verification
3. SBA-7 out of state verification of licensure and exam grades.
 - If applicant has 5 of the immediate 10 years working in public accountancy transcripts and a ethics exam is not required
4. If you do not have 5 of the immediate 10 years working in public accountancy you will need to submit a AICPA ethics exam with a grade of 90% or better and transcripts verifying 150 credit hours with 36 in accounting, 30 in economics and/or business administration, 60 in general education and 24 in any subject area.

To all applicants!!! Applications can take up to 6 weeks to process

Please note: Board of Accountancy Office does not accept walk-in visitors without an appointment.