

Become a

**CPA**

in New Hampshire

NEW HAMPSHIRE SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS



Get to know these organizations —  
they'll help you become a CPA.

## **The National Association of State Boards of Accountancy (NASBA)**

NASBA is the central clearinghouse for the Uniform CPA Examination, collecting information about eligible candidates, distributing advisory scores and other data, and maintaining a central database of candidate records. In addition, NASBA acts as the designated agent for a number of boards of accountancy, including New Hampshire. **Visit NASBA's website at [www.nasba.org](http://www.nasba.org) for exam information and an application.**

## **Prometric Inc.**

After you apply for the exam at NASBA and receive a Notice To Schedule (NTS), candidates are required to contact Prometric Inc. to schedule the examination. Prometric manages data communication, registration, scheduling, testing systems, software, and test centers. **Visit Prometric's website at [www.prometric.com/cpa](http://www.prometric.com/cpa) to schedule one or all four parts of the CPA Exam.**

## **The State Board of Accountancy (SBOA)**

State Boards of Accountancy are the state/territory (or jurisdiction) entities that have statutory authority to issue CPA licenses. Each SBOA sets the requirements for CPA licensure in its jurisdiction. All jurisdictions require candidates to pass the Uniform CPA Examination for CPA licensure. The New Hampshire State Board of Accountancy issues New Hampshire CPA licenses once all examination and work requirements have been met. **Visit the New Hampshire State Board of Accountancy's website at <http://www.nh.gov/jtboard/boafaq.htm> for licensing inquiries.**

# CPA Exam in 5 Steps

- 1 Graduate
- 2 Prepare
- 3 Apply
- 4 Study
- 5 Schedule and Sit

# 1

## Graduate Exam Requirements

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### Eligibility for Examination

If you apply to take the examination after July 1, 2014, you must have each of the following:

1. A conferred bachelor's degree from a recognized university or college that is accredited;
  - The Board does not accept a three-year bachelor's degree in combination with professional qualification as equivalent to a U.S. bachelor's degree.
  - The Board will accept the combination of a three-year bachelor's degree and two-year master's degree.
2. A minimum of 120 credit hours either within the bachelor's degree or earned outside the bachelor's from a recognized university or college that is accredited.
3. A minimum of 30 semester hours in accounting which must include a course in each of the following: financial accounting, auditing, taxation and management accounting.
4. A minimum of 24 semester hours in business electives, other than accounting, which may include but is not limited to, business law, business information systems, finance, professional ethics, business organizations, and economics.

NOTE: All educational requirements must be met at the time of application. All educational transcript(s) and/or international evaluations are required to be submitted at the time of application. Education requirements must be met through academic coursework completed at an accredited institution. Professional training is not acceptable toward these requirements. **Coursework completed as part of a Chartered Accountant program is considered professional training and is, therefore, not accepted toward the education requirements for the U.S. Uniform CPA Examination.**

# The Uniform CPA Exam is administered by NASBA.

New in New Hampshire!

## Pre-evaluation from NASBA

### **PROSPECTIVE APPLICANTS CAN HAVE THEIR COURSES PRE-EVALUATED.**

While pre-evaluations are only advisory in nature, they can help determine if you need additional coursework..

1. To register for an online application, visit [cpacentral.nasba.org](http://cpacentral.nasba.org).
2. Track your status online at [www.nasba.org](http://www.nasba.org).
3. Find out if you are on the right track or get the answers you need to adjust your schedule.

## 2

## Prepare

Learn about the exam fees and develop a plan. The table on the next page details the current fees for each section of the exam.

A first time fee of \$225 is required regardless of the number of sections for which the application is made. This fee is non-refundable. Applicants will be able to apply for one or more sections of the examination at that time.

Official college transcripts are required to be sent directly from the education institution. Additional fees may apply, so check with your college or university.

**NOTES:** It is recommended not to apply for an exam section unless you are ready to take it within 6 months.

All fees must be paid at the time of application and must be in US dollars. Certified checks or money orders must be drawn on a US bank and made payable to CPA Examinations Services. All re-exam candidates are required to pay both an application fee and an examination fee.

For additional information on the exam costs and fee structure, visit [www.nasba.org](http://www.nasba.org).

# EXAM COSTS AND FEE STRUCTURE

## Fees

All **first-time applicants** are required to pay both an application fee and an examination fee upon submission of the first-time application. All **re-examination candidates** are required to pay both a registration fee and an examination fee at the time of registration.

You are able to apply for one or more sections of the examination at a time; however, you are advised to only apply for a section of the examination if you are ready to take it within the next six months.

## Application Fee - \$225.00

Examination Fees		Registration Fees	
Auditing and Attestation (AUD)	\$192.03	4 examination sections	\$150.00
Business Environment and Concepts (BEC)	\$172.51	3 examination sections	\$150.00
Financial Accounting and Reporting (FAR)	\$192.03	2 examination sections	\$150.00
Regulation (REG)	\$172.51	1 examination section	\$150.00

## Refund Policy

There is no provision for withdrawing from the examination and/or requesting an extension of your current Notices to Schedule (NTS). Application and/or examination fees are not refundable. If you have an extreme circumstance, you may request an NTS extension or a partial refund of your examination fees under specific circumstances utilizing the Exception to Policy Form.

# 3

## Apply

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Now that you've graduated and established your exam plan, it's time to take the exam.

Candidates can apply for one, two, three, or all four parts at one time.

### To Apply:



Visit [www.nasba.org](http://www.nasba.org)



Call (800) 272-3926

All parts applied for must be taken within six months of the application date. Allow up to six weeks for application processing. Eligible candidates will receive a Notice to Schedule (NTS) for each approved exam section. Candidates can elect to receive their NTS either by e-mail, fax, or regular mail.



### IMPORTANT!

Read the most recent CPA Candidate Bulletin and review the CPA Exam FAQs on the NASBA website before applying to take the exam.

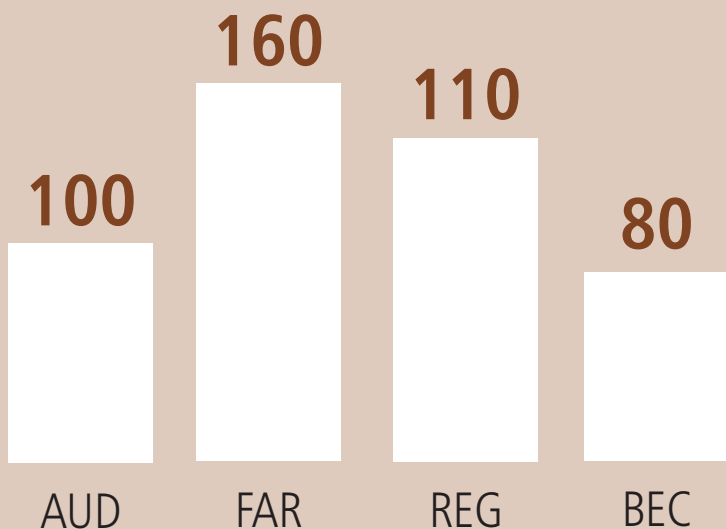


### QUESTIONS?

Contact the CPA Exam Service's New Hampshire coordinator at [cpaes-nh@nasba.org](mailto:cpaes-nh@nasba.org) or (800) CPA-EXAM.

# Crack the Books

Hours needed to study for each section of the exam:



Estimates are a combination of various CPA review courses, without adjustment for low GPA or length of time out of school. Source: The CPA Journal.



# 4

## Study

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CPA Exam sections subjects that candidates are expected to understand prior to the test. Below is an overview of the subject matter each section contains.

### Auditing and Attestation (AUD)

Tests your knowledge and skills relating to auditing procedures and standards, standards related to attest engagements, and the skills needed to apply that knowledge.

**Auditing and Attestation covers the following topics:**

1. Engagement Acceptance & Understanding the Assignment
2. Understanding the Entity & Its Environment  
(including Internal Control)
3. Performing Audit Procedures & Evaluating Evidence
4. Evaluating Audit Findings, Communications & Reporting
5. Accounting & Review Service Engagements
6. Professional Responsibilities (including Ethics & Independence)

### Financial Accounting and Reporting (FAR)

Tests your knowledge and skills relating to generally accepted accounting principles for business enterprises, not-for-profit organizations, and government entities.

**Financial Accounting and Reporting covers the following topics:**

1. Conceptual Framework, Standards, Standard Setting & Presentation of Financial Statements  
(first-time adoption of IFRS)
2. Financial Statement Accounts: Recognition, Measurement, Valuation, Calculation, Presentation & Disclosures
3. Specific Transactions, Events & Disclosures
4. Accounting and Reporting for Governmental Entities
5. Accounting and Reporting for Nongovernmental and Not-for-Profit Organizations

# Find the Study Method

that **Works** for **You!**

## How to Prepare

- ✓ Live Prep Course
- ✓ Online Prep Course
- ✓ Text Books, CDs, Flash Cards, Etc.
- ✓ Live Study Groups
- ✓ Online Discussion Groups



NHSCPA members get discounts on these  
CPA Exam review courses:



### NOT A NHSCPA MEMBER?

Join today at [www.nhscpa.org](http://www.nhscpa.org) to get these discounts and more.

## Regulation (REG)

Tests your knowledge and skills relating to federal taxation, ethics, professional and legal responsibilities, and business law.

**Regulation covers the following topics:**

1. Ethics, Professional and Legal Responsibilities
2. Business Law
3. Federal Tax Process, Procedures, Accounting, and Planning
4. Federal Taxation of Property Transactions
5. Federal Taxation of Individuals
6. Federal Taxation of Entities

## Business Environment and Concepts (BEC)

Tests your knowledge and skills relating to the general business environment and the business concepts required to understand the reasons for, and accounting implications of, business transactions.

**Business Environment and Concepts covers the following topics:**

1. Corporate Governance
2. Economic Concepts & Analysis
3. Financial Management
4. Information Systems and Communications
5. Strategic Planning
6. Operations Management

## Practice and Resources

Visit [www.cpa-exam.org](http://www.cpa-exam.org) to get step-by-step instructions on applying for the exam and what to expect when taking it. The website also offers tutorials, sample exams, and general test tips.

Content and Skill Specification Outlines (CSOs/SSOs) that detail the specific testable content on each of the exam parts are also available at [www.cpa-exam.org](http://www.cpa-exam.org).

## 5

## Schedule and Sit

After receiving a Notice to Schedule (NTS), schedule a testing appointment as soon as possible. The earlier you apply, the more likely you will obtain your preferred location, date, and time. Each NTS is valid for six months from the date issued. Tests must be scheduled at least five days in advance, and walk-ins are not allowed.

### Convenient ways to schedule



Visit [www.prometric.com/cpa](http://www.prometric.com/cpa)

Receive an instant e-mail confirmation.

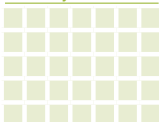


Call (800) 580-9648

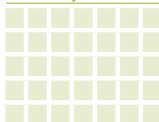
## Testing Dates

The CPA Exam is available five days a week during the first two months of each quarter. There is no testing scheduled in March, June, September, or December.

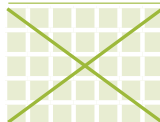
January



February



March



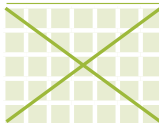
April



May



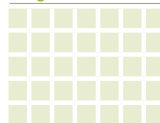
June



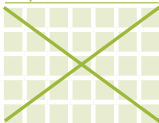
July



August



September



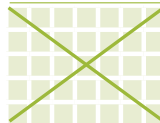
October



November



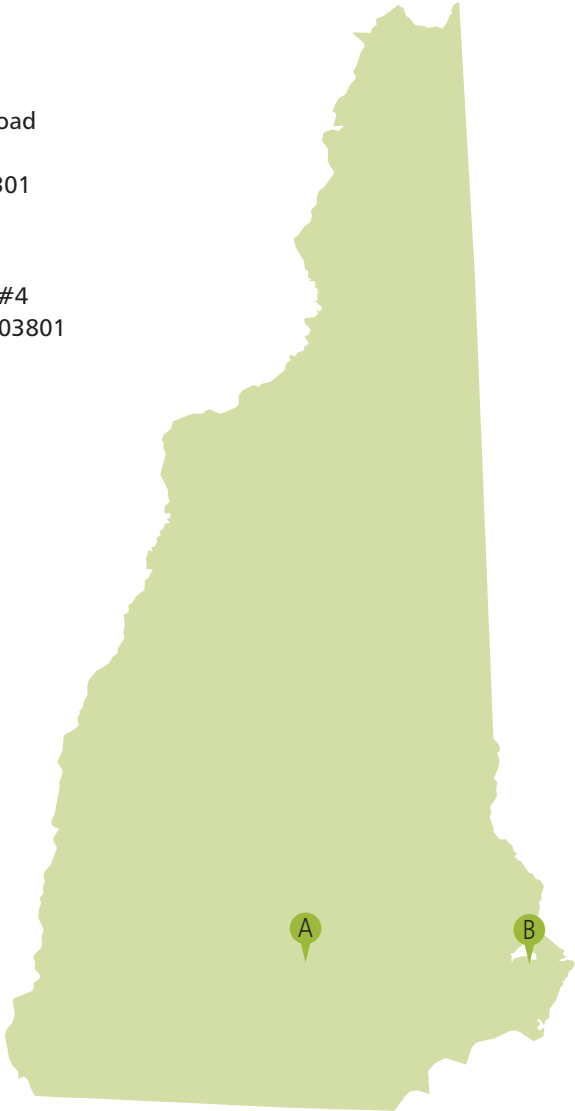
December



# Prometric testing centers in New Hampshire.

**A Concord**  
61 Sheep Davis Road  
Suite 3  
Concord, NH 03301

**B Portsmouth**  
200 Griffin Road #4  
Portsmouth, NH 03801



For other test locations, visit [www.prometric.com/cpa](http://www.prometric.com/cpa)



# CPA License in 4 Steps

- 1 Pass exam
- 2 Work experience
- 3 Take CPE
- 4 Apply

# 1

## Pass Exam

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To be eligible to apply for a CPA license in New Hampshire, a candidate must pass all parts of the CPA Exam and fulfill a certain amount of hours of education, work experience, and CPE. CPA licenses are issued by the New Hampshire Board of Accountancy.

# 2

## Work Experience Requirements

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### 150 Hours and One Year

Candidates who graduated with 150 credits are required to complete one year (1,600 hours) of work experience through employment in government, industry, academia, or public practice within five years of the date you apply for your license.

Qualifying work experience includes providing any type of service or advice involving the use of:

- Accounting
- Attest
- Compilation
- Consulting
- Financial advisory
- Management advisory
- Tax

All experience must be of a caliber that is satisfactory to the NH Board of Accountancy and verified by an individual who is currently licensed to practice as a CPA in New Hampshire or another jurisdiction.

Qualifying education requirements to obtain a CPA license:

- Graduate with a Bachelor's degree or higher from an accredited school.
- Total of 150 semester hours of education.
- At least thirty (30) credits in accounting subjects to include coverage in financial accounting, management accounting, and taxation.
- Twenty-four (24) semester hours in business subjects.

## Conditional Candidates

The candidate is allowed a maximum of 18 months to pass all remaining sections in order to retain credit on the passed section(s).

For additional information, contact <http://nasba.org/exams/cpaexam/examfaq/>

3

### Take CPE

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For all new licensees, continuing professional education is prorated depending on the length of time when first initially licensed.

For any questions, contact  
[www.nh.gov/jtboard/boa](http://www.nh.gov/jtboard/boa).





# 4

## Apply

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**Now it's time to apply for your CPA license.**

The application fee in New Hampshire is \$225. Application forms are located on the New Hampshire Board of Accountancy website. Applicants should contact the New Hampshire Board of Accountancy with specific questions about license application requirements.



Visit [www.nh.gov/jtboard/boa.htm](http://www.nh.gov/jtboard/boa.htm)



E-mail [nhlicense@nasba.org](mailto:nhlicense@nasba.org)



Call New Hampshire Board of Accountancy (603)271-2219

# Did You Know.



1. You have **18 months** to pass all four parts of the CPA Exam once you pass the first section.
2. You can take the exam in any U.S. state or outside the U.S. Visit [www.nasba.org](http://www.nasba.org) for international locations.
3. You can earn credits through any accredited college or university, and the credits do not have to be a part of a degree program to count toward the 150-credit requirement.

4. You must schedule your exam within **six months** of the date on your NTS letter.
5. All educational credits earned outside the U.S. must be evaluated by one of the following organizations:

Educational Credential  
Evaluators Inc.  
(414) 289-3412  
[www.ece.org](http://www.ece.org)

Foreign Academic  
Credentials Service Inc.  
(618) 656-5291  
[www.facsusa.com](http://www.facsusa.com)

Josef Silny & Associates Inc.  
(305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

6. Exam testing is available the first two months of every quarter: January, February, April, May, July, August, October, and November.
7. A passing score for each part is **75**. This does not represent percent correct.
  - There is a coordinator at NASBA just for New Hampshire candidates! Email: [cpaes-nh@nasba.org](mailto:cpaes-nh@nasba.org).
  - CPA Examination Services will contact you on behalf of the New Hampshire Board of Accountancy to send your grades or to inform you when you have passed all four parts of the exam.
  - Once you have passed all four parts of the exam, your completed exam credit will expire

# NEW HAMPSHIRE SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS



## NHSCPA Young Professionals Networking Group

The NHSCPA holds several networking events each year to provide a forum for our members to discuss current issues facing young professionals and to enhance the value of NHSCPA membership to our future leaders.



**Join the Society and take part  
in future networking events!**

Network with young professionals interested in taking a leadership role in shaping the profession

# Belong to the NHSCPA for the support you need to

- 1 Graduate
- 2 Pass the CPA Exam
- 3 Earn your CPA License
- 4 Grow your network and technical skills
- 5 Achieve your professional goals

## NHSCPA – Your Guide to CPA

Whether you're a student, an accounting educator, or a professional, NHSCPA can help you navigate the steps to becoming a CPA. For the most up to date CPA Exam and licensing information, visit [www.nhscpa.org/cpaexam](http://www.nhscpa.org/cpaexam).