CTCPA’s Guide to Becoming a CPA in Connecticut

- Ethics
- College
- CPA Exam
- Job
- CPA!
- Join CTCPA
I’m known as the resident expert here on staff when it comes to all things becoming a Connecticut CPA, but it wasn’t always this way. When I started working at the CTCPA in 2008, I remember a time (maybe like the one you’re in now?) where I felt like I knew nothing about what it took to become a CPA. Sure, I knew there was a set of regulations and certain steps all candidates needed to follow, but I knew there had to be more – it’s never that simple.

All the little things – the minute details that you might miss if you don’t read very, very closely – are, in fact, extremely important. I made it my mission to learn as much as I could about becoming a Connecticut CPA so that now, when I get a question from a CPA candidate like you, I can be ready and confident with the answer.

I’ve learned so much from answering all of your questions over the years that it just made sense to write it all down. So here it is – your five-step handbook to anything and everything you need to know about becoming a Connecticut CPA!

I hope this helps you along the way and makes your experience becoming a CPA a little easier. I’m always here if you have questions, but I hope this guide gives you more confidence, not only where you are in the process today, but where you’re headed in the future.

Alicia Strong
CTCPA Membership Director
alicias@ctcpas.org or 860-258-0217
Why become a CPA?

RESPECT and CREDIBILITY
of business
decision-makers
respect CPAs
as valuable assets to their organizations.

EARNING POTENTIAL

CPAs can earn $1,000,000 more
than non-CPAs over the course of a 40-year career.

CAREER VARIETY

CPAs are wanted in every sector.
The choice is yours!

business • nonprofit • education •
technology • government • forensic
To sit for the CPA Exam, you’ll need a bachelor’s degree (120 credit hours) from a regionally accredited four-year college or university that includes:

At least 46 credit hours in the study of accounting and related subjects.

- At least 24 of those credit hours must be in the study of accounting.
- At least 22 of those credit hours must be in the study of subjects such as business law, economics, and finance.

What’s next in education?

You’ll need additional credits to apply and become a CPA. Here’s the breakdown:

- A total of 36 credit hours in accounting. Good news! You already have your 24 credits that were needed to sit for the exam.
- Thirty credit hours must be in economics and business administration. (This includes the 22 credit hours you submitted to take the exam.)
- At least 60 credit hours must be in general education. (Excess accounting courses will be considered.)
- These credits may be obtained at any time prior to applying for the CPA credential.

Credit Breakdown:

<table>
<thead>
<tr>
<th>Accounting Credits</th>
<th>Business Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 (Credits obtained to take the CPA Exam.)</td>
<td>22 (Credits obtained to take the CPA Exam.)</td>
</tr>
<tr>
<td>+ 12</td>
<td>+ 8</td>
</tr>
<tr>
<td><strong>36</strong>*</td>
<td><strong>30</strong>*</td>
</tr>
</tbody>
</table>

*Can be undergraduate or graduate.

Not sure if you’re taking the right classes?

Because no two institutions have identical curricula, there is no way for the CTCPA or the Department of Consumer Protection to prequalify courses. Sit down with an academic advisor at your school to discuss your coursework and determine the path you should take. Setting students up with the right classes is their job – trust their expertise in your major!
Preparation is key.
It takes hard work to pass the CPA Exam. While you can study on your own, you will dramatically increase your chances of passing by taking an exam review course. Review courses are a great way to stay organized and informed and improve your chances of passing all four sections on the first try.

We want you to pass and become a CPA.
We’re here to help! CTCPA has partnered with the top exam review course providers to bring you deep discounts. (Remember to check – your employer may even subsidize the cost of the program.)

Review programs discounted through CTCPA:
- Becker Professional Education
- Gleim CPA Review
- Kaplan CPA Review
- Lambers CPA Review
- Surgent CPA Review
- Wiley CPAexcel
- Yaeger CPA Review

No guarantee.
Any CPA review course is meant to be a study aid, not a guarantee. There is a great deal of work involved and you should be prepared to put in as much effort as possible. No matter what special features or lectures are included in a course, you only get out of a review course what you put in. Whichever course you choose, make sure to do your own in-depth research. Talk to professors, friends, family, and anyone who has studied or is studying for their CPA Exam.

Check out exam review courses.
Go to www.ctcpas.org/mycpa.
The exam at a glance:

<table>
<thead>
<tr>
<th>Auditing and Attestation (AUD)</th>
<th>Business Environment and Concepts (BEC)</th>
<th>Financial Accounting and Reporting (FAR)</th>
<th>Regulation (REG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours</td>
<td>4 hours</td>
<td>4 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>80 questions</td>
<td>70 questions</td>
<td>75 questions</td>
<td>85 questions</td>
</tr>
<tr>
<td>71 multiple choice</td>
<td>62 multiple choice</td>
<td>68 multiple choice</td>
<td>76 multiple choice</td>
</tr>
<tr>
<td>9 simulations</td>
<td>5+3 simulations plus three written</td>
<td>9 simulations</td>
<td>9 simulations</td>
</tr>
<tr>
<td>communication questions</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

MS in ACCOUNTING

DID YOU KNOW? IT'S POSSIBLE TO FINISH THE MS IN ACCOUNTING PROGRAM IN ONLY 8 MONTHS, WHEN YOU BEGIN WITH THE APRIL OR MAY START DATE!

- 100% Online
- Public, Private & Forensic Tracks
- No Classes During the “Busy Season”
- Five Start Dates Available
- Flexible, complete in 8, 12, or 24 months

The professors were very understanding and willing to provide support in any shape or form in order to get the student to where they needed to be.”

- Rick Vargas, G ’17

APPLY TODAY! BAYPATH.EDU

FOR A CONSTANTLY CHANGING WORLD
Now that you’ve got your education and you meet the requirements, you may apply to sit for the exam via the National Association of State Boards of Accountancy (commonly known as NASBA).

- If you are a first-time applicant, take note that it may take up to six weeks for NASBA to process your application and determine your eligibility.
- Subsequent applications to retake or schedule additional parts of the exam are usually processed within a few days.
- Only apply and pay exam fees for the sections you will be taking in a six-month period. Applicable fees are only valid for a six-month testing event and are nonrefundable.

Quick checklist to get you started:
- Contact NASBA and apply to sit for the exam.
- Get your Notice to Schedule (or NTS) from NASBA.
- Schedule your testing date with Prometric.

You’ve been approved. What’s next?

Once your application has been processed, you have been deemed eligible to take one or more sections of the CPA Exam, and you’ve paid all fees, you will receive an NTS from NASBA. Now it’s time to schedule one or more exam testing dates through Prometric (the organization that administers the exam at locations nationwide).

Decide when to take CPA Exam.

Choose your schedule by visiting www.prometric.com/cpa. Remember, your NTS is valid for one testing event for each examination section or six months for each examination section, whichever comes first. This includes non-testing months.
Pass the CPA Exam with Gleim, the leader in accounting exam prep for over 40 years.

Our exam-emulating software and exceptional coverage will help you feel completely ready and perfectly at home in the Prometric testing environment, and our CPA Exam experts are always available by phone or email!

The **GLEIM** Difference

- The largest test bank of questions and simulations available
- Over 100 hours of professor-led video lectures
- Our Access Until You Pass™ Guarantee

#futureCPA

800.874.5346  
Save 20% on Gleim CPA Review  
gleim.com/CTCPA
CPA Exam Testing Windows:
The exam is offered the first two months of each calendar quarter. Testing is not available in March, June, September, and December. You must schedule your examination appointment at least five days in advance of the test date. However, it is recommended to schedule your exam at least 45 days before the desired test date(s) to increase the likelihood you receive first choice of date, time, and location.

Contact Prometric to schedule your exam.

About the CPA Exam:
All parts of the exam are computerized and test your level of accounting knowledge.

• A passing score is 75 percent or better.
• Timing is crucial! Once you pass your first section of the exam, you have 18 months to pass all four sections before you start to lose previously passed sections.
• Good news - once you pass all four parts, you’ve passed for life.
Just a few member benefits could help you save big over the course of a year:

<table>
<thead>
<tr>
<th>Member Benefit</th>
<th>Your Savings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPA Exam review course discount.</td>
<td>$300</td>
</tr>
<tr>
<td>Get a professional headshot photo (free for members).</td>
<td>$150</td>
</tr>
<tr>
<td>Buy a laptop using our Best Buy discount.</td>
<td>$100</td>
</tr>
<tr>
<td>Attend 10 free members-only educational programs and earn 20 CPE credits (versus paying per credit).</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Total savings for one year:** $1,550

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**New & Young Professionals Events**

We’re here to help you connect with your peers, learn, and have a great time! Join us at:

- Roundtable Breakfast Meetings
- Dodgeball Tournament
- New & Young Professionals’ Leadership Conference
- Charity Kickball Tournament
- Charity Drives
- Mingling & Merriment Holiday Party
Member Exclusives

**Guidance and resources to help you become a CPA!**
- CTCPA’s “Becoming a CPA in Connecticut” guidebook.
- Discounts on CPA Exam review courses.
- One-on-one guidance and advice.
- “Becoming a Connecticut CPA” live presentations.

**Enhance your personal brand.**
- Show your expertise as a speaker, media source, or writer.
- Enhance and develop your leadership skills.
- Get a free professional headshot.
- Earn a seat on the Advisory Council/Board of Directors.
- Chair an interest group or council.

**Build your career.**
- Enhance your profile with the “Member of CTCPA” logo.
- Get help for you/your staff to become a CPA or CGMA.
- Post your resume on www.ctcpas.org.
- Find work (full-time, part-time, or per diem).

**Engage your network.**
- Share ideas with professionals from other businesses.
- Join an interest group, area group, or council.
- Add your name to the CTCPA Member Directory.
- Get access to professional leaders and public officials.

**Protect and give back to your profession.**
- Build relationships with the DRS, IRS, and legislators.
- Get breaking legislative and regulatory advisories.
- Get the latest State Board of Accountancy news.
- Join our student outreach to the next generation.
- Take part in our charity drives and volunteer days.

**Expand your knowledge.**
- Attend interest group, area group, and council meetings.
- Use the member-to-member technical consulting service.
- Learn at our free and reduced-rate CPE programs.
- Get professional alerts and breaking news.

Join today at: www.ctcpas.org/join.
Studying for the CPA Exam?
All CTCPA Members Can

SAVE 20%

And Pass the CPA Exam with Surgent CPA Review

How is Surgent Different?

» Next-generation adaptive technology
  Our new A.S.A.P. Technology™ delivers Adaptable Study & Accelerated Performance by providing a hyper-personalized, guided study experience that greatly reduces study time and improves learning.

» We’ll teach you what YOU need to know
  Our course selects what you need to study from our 360+ bite-sized video lectures, 6,700+ multiple choice questions, and 400 simulations—all aligned to the latest AICPA exam content.

» You will study LESS and pass FASTER
  This is the only course that continually adjusts study plans throughout the course—helping you skip entire sections that you’ve already mastered and focus on specific content to address gaps. This can help you pass in half the study time you’d need with other review courses.

You can save up to 400 HOURS of study time with Surgent CPA Review’s A.S.A.P. Technology

Try It For Free!
Get 3 days of free access to see how Surgent CPA Review is different

surgentcpareview.com

cpareview@surgent.com
(844) 500-3810

Use discount code CTCPASK53 to save 20%!
(note: discount may not be applied to payment plan orders)
Get your experience.

Candidates are required to have two years of experience obtained while under the supervision of a CPA who’s been in good standing with the Connecticut State Board of Accountancy for at least three years.

In order for experience to count, it needs to be in **four out of the eight categories** below:

- Assessment and testing of the adequacy of the employer’s internal controls
- Tax return preparation
- Tax return research
- Preparation of financial statements
- Analysis of financial statements
- Cost accounting
- Budgeting
- Professional services performed in the course of practicing public accountancy

*Note: There is no minimum time commitment per category.*

The fine print

- Experience need not be paid and can be in the form of internships or co-ops. However, all experience must be obtained under the supervision of an individual who has held a CPA certificate for no fewer than three years prior to the candidate beginning his or her experience.
- Experience may be obtained in public accounting, industry, or government.
- Experience must be obtained no earlier than 10 years prior to the initial application for certification.
- You must work a minimum of 20 hours a week for your experience to count. You can claim a maximum of 35 hours per week.

Plan ahead.

When you apply for your CPA credential, you’ll need a completed “Experience Verification Form” (SBA-12) signed by your supervisor. You can download this form from the CTCPA website.

Go to www.ctcpas.org/mycpa.
You’re almost there!
Connecticut requires the completion and passage of the AICPA Professional Ethics for CPAs self-study ethics exam.

- A passing score is 90 percent or better.
- Many candidates pass all four parts of the CPA Exam before taking the ethics exam, but it isn’t required.
- Order the exam from CTCPA! Did we mention you get a discount?

About the ethics exam
The ethics exam is nothing to worry about. It is a self-study exam that can be completed at home. You can choose between a printed textbook or OnDemand videos with an online test. Once you’ve passed the exam, be sure to print your certificate of completion and save it with your paperwork; you’ll need this when you apply for your CPA certification.

Contact CTCPA to order the ethics exam.
Go to www.ctcpas.org/ethicsexam.
You’ve earned it – now apply to be a CPA.

After you’ve completed your education, passed all four parts of the CPA Exam, gained your experience, and passed the ethics exam... you’re ready to apply to be a CPA!

Decide how you will use your CPA.

Before you apply, you need to decide how you will use your CPA credential. In Connecticut, you have two choices: you may register your certificate, or you may apply for a CPA license. What’s the difference? When you complete your application, you will need to choose one of these options:

- **Initial CPA Certification and Registration:**
  Many CPAs in Connecticut choose this option of registering their certificates, which allows use of the CPA credential on correspondence and business cards but is less costly. This does not allow you to represent yourself as a practicing CPA.

- **Initial CPA Certification and License:**
  In Connecticut, a CPA license is required to open a public accounting firm, sign audit reports, and other functions. It is the most costly option and also requires you to earn and report 40 hours of CPE each year.

Remember, you always have the option of stepping up or down between these options as your career moves forward.
In summary...

Initial CPA Certification and Registration:
Registering your certificate allows limited use of the title “CPA.”

You’re allowed to use “CPA” on:
- Letterhead
- Resumes
- Business cards
- Personal checks
- Personal stationery

You’re not allowed to:
- Sign a tax return as a CPA.
- Sign off on anything of a financial matter.
- Represent yourself as a practicing CPA.

Initial CPA Certification and License:
The granting of a CPA license allows the unlimited use of the title “CPA” and may be used on all items and actions listed above.

Complete the forms:
There are two forms you will need to download and complete:
- CPA Certificate Application (SBA-11)
- Certificate Experience Verification (SBA-12)

Download forms from the CTCPA website.
Go to www.ctcpas.org/mycpa.
Get your official school transcripts:
Request transcripts from the school(s) where you obtained your undergraduate degree(s) and remaining 30 credits for your 150 credits total.

- Transcripts must be official and in a sealed envelope from the school and/or evaluator service to be verified.
- Are you an international student? Get your transcript evaluated by an international transcript evaluation service. Go to www.ctcpas.org/mycpa for service links.

Submit your paperwork:
Now you’re ready to submit your paperwork!

- Send your applications and transcripts to the Connecticut Department of Consumer Protection (Don’t forget to keep copies for your records.)
- Enclose your check for the application fee, payable to “Treasurer, State of Connecticut.”

Submit your paperwork to the DCP.
Send via certified mail to: State of Connecticut
Department of Consumer Protection
Board of Accountancy
450 Columbus Blvd., Suite 801
Hartford, CT 0613

What happens next?
Applications are reviewed by the Connecticut Department of Consumer Protection and will be approved if there are no questions or concerns. Applications with unique circumstances will be placed on the agenda for approval at the next monthly meeting of the State Board of Accountancy. Once approved, candidates will receive an email directly from the Department of Consumer Protection.
The Connecticut Society of CPAs (CTCPA)
That’s us! If you’re reading this guide, you probably already know who we are. But if you don’t, just know that we are your biggest advocate and are here to help you succeed on your journey of becoming a Connecticut CPA and throughout your career. Visit the CTCPA at www.ctcpas.org.
www.ctcpas.org • 860-258-4800 • www.ctcpas.org/mycpa
Alicia Strong, Membership Director, alicias@ctcpas.org

Other Organizations to Know:
The American Institute of CPAs (AICPA)
Our big sister, kind of. They provide similar support and resources like we do, just on a national scale. Visit the AICPA at www.aicpa.org.

The Connecticut Department of Consumer Protection (DCP)
This agency handles all of the CPA licensing applications here in Connecticut. They will review all of your materials to determine if you meet the requirements to become a CPA here in Connecticut. Visit the DCP at www.ct.gov/dcp.

The National Association of State Boards of Accountancy (NASBA)
The folks who administer the Uniform CPA Exam. They set the rules and standards and work with the AICPA to craft the Exam. Visit NASBA at www.nasba.org.

Prometric, Inc.
The actual testing facility. This is where you will spend (hopefully no more than!) 16 hours of your life sitting for the Uniform CPA Exam. Be sure to check your cellphone and keys into the locker when you get there! Visit Prometric at www.prometric.com/cpa.
CTCPA membership: an **investment in you.**
Your ROI starts here.

- Build your **personal brand.**
- Build your **career.**
- Build your **network.**
- Build your **business.**
- Build your **knowledge.**
- Protect the **profession.**

**Join at** [www.ctcpas.org/join](http://www.ctcpas.org/join).
CTCPA: Your guide to becoming a Connecticut CPA.

"Proceed to the highlighted route."