

CTCPA's Guide to Becoming a CPA *in Connecticut*



Why become a CPA?



RESPECT and CREDIBILITY

91% 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**

Step 1: Get your education.

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:

Accounting Credits

$$\begin{array}{r} 24 \text{ (Credits obtained to take the CPA Exam.)} \\ + 12 \\ \hline 36^* \end{array}$$

Business Credits

(economics, finance, business law, etc.)

$$\begin{array}{r} 22 \text{ (Credits obtained to take the CPA Exam.)} \\ + 8 \\ \hline 30^* \end{array}$$

*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!

Figure out your study plan.

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.

Figure out your study plan. (continued)

The exam at a glance:

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

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

 **BAY PATH**
UNIVERSITY
FOR A CONSTANTLY CHANGING WORLD

Step 2: Take the CPA Exam.

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.

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.

Contact NASBA to get approved to sit for the exam.

➦ Go to www.nasba.org.



Call 800-CPA-EXAM or 800-272-3926.

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.

GLEIM® CPA Review Redefined™

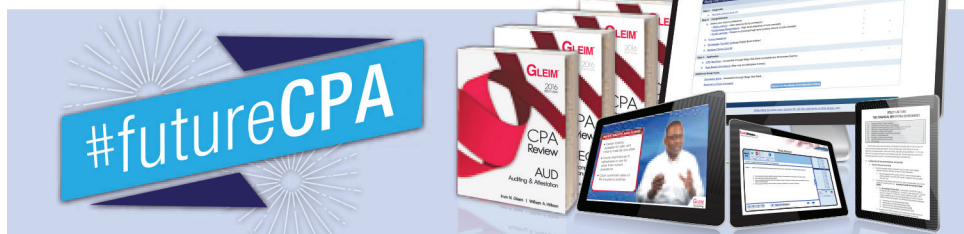
Pass the CPA Exam with Gleim, the leader in accounting exam prep for over 40 years.

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!



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- Over 100 hours of professor-led video lectures
- Our Access Until You Pass™ Guarantee



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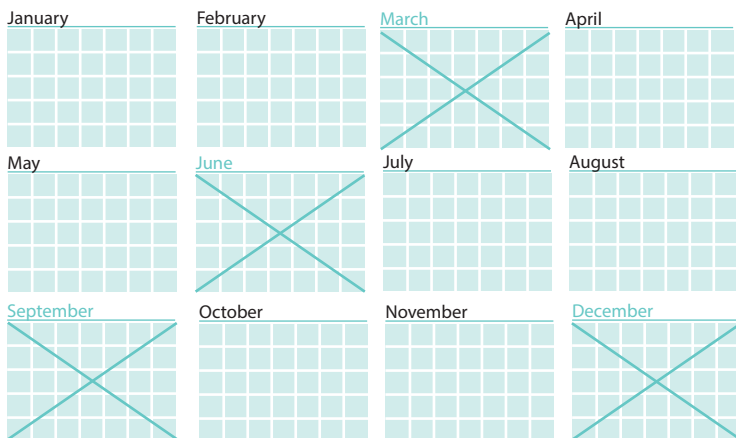
Discounts and pricing subject to change without notice.
Discounts do not apply to previous purchases.

Save 20% on Gleim CPA Review
gleim.com/CTCPA

Take the CPA Exam. (continued)

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.



Go to www.prometric.com/cpa.



Call 800-580-9648.

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.



Leverage the **Value** of Your **CTCPA Membership**

Just a few member benefits could help you **save big** over the course of a year:

Member Benefit:

Your Savings:

CPA Exam review course discount.

\$300

Get a professional headshot photo
(*free for members*).

\$150

Buy a laptop using our Best Buy discount.

\$100

Attend 10 free members-only educational
programs and earn 20 CPE credits
(*versus paying per credit*).

\$1,000

Total savings for one year:

\$1,550

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
- Charity Kickball Tournament
- Dodgeball Tournament
- Charity Drives
- New & Young Professionals' Leadership Conference
- 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 Adaptive 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.

Surgent
TAILORED TO YOU **CPA review**

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).

Step 3: Get your real-world experience.

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.

Step 4: Pass the ethics exam.

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.

Step 5: Apply to be a CPA.

Quick Checklist:

- ☐ Download and complete the CPA Certificate Application (SBA-11).
- ☐ Download and complete your Experience Verification Form (SBA-12).
- ☐ Collect your official education transcripts (at least 150 credits total).
- ☐ Grab your certificate of completion for the ethics exam.
- ☐ Mail all your paperwork together in one envelope to the Connecticut Department of Consumer Protection with your application payment. (Don't forget to keep copies for your records!)

Download all these forms at www.ctcpas.org/mycpa.

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.

Apply to be a CPA. (continued)

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.



Apply to be a CPA. (continued)

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.

Now you can be a member of ...



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

Cindy Panioto, Membership and Business Development Director,
cindyp@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)

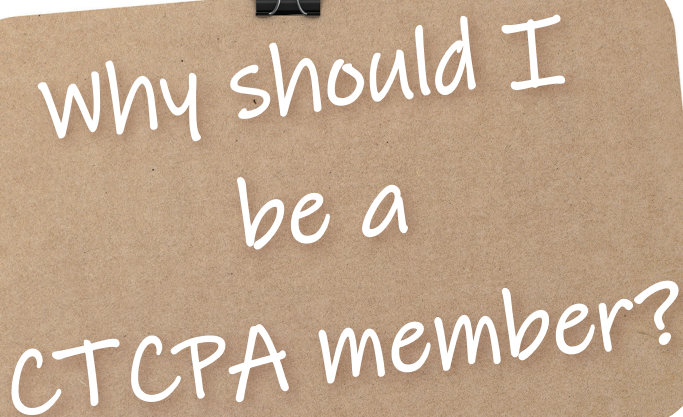
This agency handles all of the CPA licensing applications here in Connecticut. They will review all of your materials to determine if you meet the requirements to become a CPA here in Connecticut. **Visit the DCP at www.ct.gov/dcp.**

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.**



Why should I
be a
CTCPA member?

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.

CTCPA: Your guide to becoming a Connecticut **CPA.**

"Proceed to the highlighted route."

