

INFORMATION FOR UNIFORM CPA EXAM APPLICANTS
Application Processing

First Time Candidates: Applications are screened within 10 to 15 business days of receipt. We process applications in date order of receipt. You can help us process your application by making sure you correctly completed the application and submitted the correct fees and supporting documentation. If the application is complete, we will forward your Authorization to Test (ATT) to the National Candidate Database (NCD), which is operated by the National Association of State Board of Accountancy (NASBA).

Incomplete applications will not be processed and will be returned to the applicant. All requested information on the application must be provided. A common cause for an incomplete application is failure to provide your mother's maiden name. This information is required by Prometric, the testing agency, for candidate identification purposes. Failing to provide your mother's maiden name will result in the application being returned to you, causing a delay in processing and approval of your application.

First Time Candidates Applying for a Portion of Examination Sections: If, as a first time candidate, you did not apply for all exam sections, when you wish to test in the remaining exam sections, you must submit the "Application for Reexamination" and appropriate examination processing fee.

Reexamination Candidates: If you have failed a section(s) of the exam you must apply to the Board for authority to "retake" the failed section(s) by submitting the "Application for Reexamination" and appropriate retest fee. You may sit for each exam section only once during each testing window.

What's the status of my application: You will be notified in writing as soon as your application has been reviewed. Please allow three to four weeks from the date of application receipt for your status letter to reach you. Wait for your first status letter to reach you before calling the division to ask for status updates.

Can I submit scanned or faxed copies to complete my application: No. Scanned and faxed documents are not acceptable.

Regulation update for Uniform Reexamination Applicants

Effective November 18, 2006 fees will be increased for Reexamination applications. 12 AAC 02.340(10) has been amended to reflect the following fee increase.

One Section, \$65.00 Two Sections, \$80.00 Three Sections, \$95.00 Four Sections, \$110.00

Please note, any Reexamination application received after November 18, 2006 that does not reflect a revision date of November 18, 2006 will be considered incomplete. We will require the correct application and fees be submitted before the application will be processed.

Effective April 1, 2006 the simulations on the Uniform CPA Examination were upgraded. The new simulations will provide a more seamless and intuitive way for candidates to navigate through simulations. A new tutorial demonstrating the upgraded simulations is available at www.cpa-exam.org.

Anyone planning to take the CPA Examination in 2006 should review the revised exam tutorial and updated practice tests, which will be on the CPA Exam website at: www.cpa-exam.org.

Current Fee Information/Payment Coupons

The Alaska Board of Public Accountancy will collect no fees other than the \$150 initial application fee and appropriate retest fee. The following CPA examination fees will be changed by the American Institute of CPAs (AICPA), Prometric and NASBA for their services:

Exam Section	AUD	BEC	FAR	REG
AICPA: Development & Scoring	\$65.00	\$65.00	\$65.00	\$65.00
Prometric: Computer Delivery	\$104.00	\$57.78	\$92.44	\$69.33
Digital Photograph	\$3.00	\$3.00	\$3.00	\$3.00
NASBA: Database & Reporting	\$15.00	\$15.00	\$15.00	\$15.00
Totals	\$187.00	\$140.78	\$175.44	\$152.33
(Total for all Sections: \$655.55)				

It will take approximately five business days for the NCD to process your ATT and generate a payment coupon, which will be sent to the contact preference indicated on your application (e-mail, fax, US Mail). You must pay for all selected sections of the exam, as indicated on your application, before you will receive a Notice to Schedule (NTS). you must sit for all sections of the exam selected on your application within six months of the date of the NTS. The six-month period begins to run when the NTS is generated. Failure to sit for all selected sections within six months will result in forfeiture of the exam fee for those exam sections paid for but not taken.

If your ATT has been submitted to the NCD but you have not yet received a payment coupon, you may pay for your selected exam sections on the NASBA website at www.nasba.org, by clicking on "examinations" and selecting "payment coupons." You may also pay for your selected exam sections by calling NASBA at 1-800-CPA-EXAM. Have your candidate ID number and state board code readily available.

Once you have received your NTS you will then work with a Prometric Testing Center to schedule you appointment(s) to sit for the exam.

Scheduling Appointment

After receiving your NTS you must contact Prometric to schedule your appointment to sit for the CPA examination. It is recommended that you schedule 45 days in advance of when you plan to take the exam(s).

You may schedule your appointment by calling Prometric Candidate Services Call Center at 1-800-580-9648, or to sit for the exam in Alaska, call 1-907-276-6007. Appointments may also be scheduled through the Prometric website at: www.prometric.com.

You will not receive written confirmation of your appointment(s); you must write down the date, time, location, and confirmation number for each of your appointments. However, confirmation of your appointment(s) will be available for viewing on the Prometric website.

Testing Window

The computer based exam will be available approximately 60 days out of each calendar quarter. This 60-day period is called a testing window and there will be four testing windows each calendar year. There will be no testing during the third month of each testing window while maintenance and item refreshing is completed.

A candidate may take any of the four examination sections during any testing window. However, a candidate may take each section of the examination only one time during a testing window.

Prometric Test Center

Alaska has two testing locations. One is located at 3401 Minnesota Drive in Anchorage and the second is at the University of Alaska in Fairbanks. A complete list of all Prometric Test Centers in the 54 jurisdictions and location maps is available from the Prometric website.

Canceling or Rescheduling an Appointment

If you need to cancel or reschedule an appointment, you must do so by one of the following methods:

- ◆ Call the Prometric candidate Services Call Center at 1-800-580-9648 between 8:00 a.m. and 8:00 p.m., Monday – Friday (Eastern Time);
- ◆ Use the scheduling tool on the Prometric website; or
- ◆ Call the Prometric Test Center at which your appointment is scheduled and speak with a Test Center Administrator.

Leaving a voice message at the test center is NOT an acceptable method of canceling your appointment.

Any changes made 30 or more days prior to the scheduled appointment will not result in a rescheduling fee; however, you will not be allowed to reschedule to a date within five business days from the date when you reschedule.

IF you reschedule between five and 29 days prior to your scheduled application, you will be charged a \$35.00 rescheduling fee and you will not be allowed to reschedule to a date within five business days from the date when you reschedule.

If you contact Prometric between five business days and up to 24 hours before the scheduled appointment, you will be charged a rescheduling fee, which depends on which section(s) of the examination you are rescheduling, and you will not be allowed to reschedule to a date within five business days from the date when you reschedule. The rescheduling fees are:

AUD: \$101.25 **BEC:** \$56.25 **FAR:** \$90.00 **REG:** \$67.50

If you contact Prometric less than 24 hours before the schedule appointment, you will not be allowed to reschedule, you will forfeit all examination fees paid for that examination section, and you will be required to reapply with the Board to take that examination section.

NOTE: Rescheduling fees are assessed by Prometric and must be paid by the candidate; the Board is not authorized, under any circumstances, to waive or pay the fees associated with the rescheduling of a candidate's appointment(s).

NOTE: Prometric defines "business days" as Monday – Saturday.

Conditioning/Transitioning

Candidates who attained conditional status prior to the implementation of the computer-based exam will be allowed to transition period to complete any remaining section(s) of the examination. The transition period is that period of time or maximum number of opportunities (whichever is first exhausted) that candidates have remaining to complete all section(s) not yet passed under the pencil/paper format.

Transition Timeline for Candidates Conditioned on or After May 1999

Exam Date at Which Candidate Conditioned	Date by which candidate would have had to have passed pencil/paper exam	Testing Opportunities remaining or date by which candidate must pass all remaining section (whichever is first exhausted) (time is calculated from day before Act goes into effect, or January 1, 2004)
May 1999	May 2004	1 opportunity - or by 06/30/04
November 1999	November 2004	2 opportunities – or by 12/31/04
May 2000	May 2005	3 opportunities – or by 12/31/05
November 2000	November 2005	4 opportunities – or by 06/30/06
May 2001	May 2006	5 opportunities – or by 12/31/06
November 2001	November 2006	6 opportunities – or by 06/30/07
May 2002	May 2007	7 opportunities – or by 06/30/07
November 2002	November 2007	8 opportunities – or by 06/30/08
May 2003	May 2008	9 opportunities – or by 06/30/08
November 2003	November 2008	10 opportunities – or by 12/31/08

Candidates not having attained conditional status with the implementation of the computer-based examination will have an 18-month rolling period in which to pass all sections of the exam, beginning with the date the first section(s) is passed. In the event all four sections are not passed within the rolling 18-month period, credit for any section(s) passed outside the 128-month period will expire and that section(s) must be retaken.

Conditioned candidates who fail to pass all remaining sections according to the transition timeline will be required to retest in all sections of the examination.

Additional Information

- ◆ National Association of State Boards of Accountancy (NASBA): www.nasba.org
- ◆ American Institute of CPAs (AICPA): www.aicpa.org
- ◆ Prometric Test Centers: www.prometric.com