

Illinois Board of Examiners



Before you complete a paper application or request, try our **“Online Application and Certification Database.”**

You can pay with a credit card online.
Re-exam applications are processed the **same day.**

To access the online database or to get more information, go to www.ilboa.org. If you need more information, click on the “Overview”.

When ready to access the online database click:



Paper applications and requests are still accepted and payment is only by check or money order.
“Online” is quicker and accepts credit cards only (no debit cards or gift cards).

ILLINOIS APPLICATION FOR THE COMPUTERIZED CPA EXAMINATION (REX-APP) 08/2007

RE-EXAMINATION CANDIDATES ONLY

(CANDIDATES WHO HAVE PREVIOUSLY TAKEN THE CPA EXAM AS AN ILLINOIS CANDIDATE)

It is your responsibility to submit the required pages of the application. Please follow the directions below. This application is for reauthorization to test on the computerized Uniform CPA examination as an Illinois candidate.

APPLICATION CHECK LIST- SUBMIT TO THE BOARD OFFICE:

- Completed and signed **Application** For Computerized CPA Exam (pages 1 and 2).
- Application fee** based on the number of test sections for which you are requesting authorization to test. Attach the fee to page 1 of the application form. The fee schedule is on page B of this packet.

⇒ **Please submit only those pages of the application you have completed. Keep the information pages for your records.**

There are no application deadlines. You should allow ample time for the Board to process your application and for NASBA to issue you the Notice to Schedule that will authorize you to schedule the time and place of your exams with the Prometric Testing Center.

When you mail your application to the Board office it must be properly addressed and have sufficient postage affixed. The Board is not responsible for applications that do not arrive in our office due to insufficient or missing postage. If you want assurance when your application was received in the Board office, send it by certified mail with a return receipt or other secure carrier (UPS, Fed Ex, DHL, Express Mail, etc). Please make note of the courier or USPS Tracking Number so you can follow-up on your application's delivery status. Upon receipt, the Board will send notification that your application was received.

Mail or drop off the completed application to:

Illinois Board of Examiners, 100 Trade Centre Drive, Suite 403, Champaign, IL 61820-7233

Additional Instructions or Policies

- **Candidates with Special Needs or Disabilities:** Applicants requiring modification in the examination administration under the Americans with Disabilities Act must obtain an official modification form from the Illinois Board of Examiners. It can be mailed to you or downloaded from the Forms section of the Board web site. Re-examination applicants must complete and submit this form 1) if special accommodations were not previously approved, or 2) if accommodations were initially approved more than two years ago and you have not tested in the past two years. The completed form must be returned to the Board office with all required documentation at the time of application. If you are not sure whether to resubmit documentation, call the board office.
- **Testing Locations:** Illinois applicants may take the computerized CPA examination at any Prometric test center in the U.S. that offers the CPA examination. See the Board of Examiners Web site for a list of the addresses and phone numbers of Prometric test centers. You can also access information about Prometric testing centers at www.prometric.com/cpa.
- **Rebate Policy:** All fees are nonrefundable.
- **Claim Limitation:** The candidate is hereby advised that in the event of the loss of examination answers, any claim against the Board of Examiners is limited to the amount of the application fees and examination fees paid by the applicant.

- **Oral Requests for Opinions and Interpretations:** Oral requests to the Board of Examiners or to staff members for opinions or interpretations are discouraged. Whenever given, they are nonbinding, and applicants or certificate holders who thereafter act in reliance on such opinions and interpretations do so at their own risk.
- **The application flow:** The application process in CBT for Illinois candidates will incorporate the following steps:
 - A candidate submits an application and fee(s) to the Illinois Board of Examiners to be authorized to take one to four different sections of the CPA exam.
 - Once processed, an approval letter is sent to the candidate. At the same time, an Authorization To Test (ATT) is sent to the National Candidate Database maintained by NASBA (National Association of State Boards of Accountancy). The Authorization To Test will be valid for 90 days: candidates must pay examination fees as described in the following paragraph within 90 days of the date of issue of the ATT. You may receive information from NASBA before you receive our approval letter.
 - NASBA contacts the candidate to request additional fees for grading, computer test (seat) time, digital photo at the test center and their processing fee. Their payment coupon will state the amount of examination fees to be paid by the candidate based upon the sections the candidate has been authorized to take. You will be required to pay the full amount for all parts approved in the Authorization to Test. If your Authorization to Test was for four exam parts, you must pay the full fee for all four parts. You cannot pay individually by test part.
 - To assure that you receive email from NASBA, we suggest that you put the following email addresses in your address book: cbtpayment@nasba.org and cpaexam@nasba.org. This will help prevent spam blocking software from blocking email to you.
 - After payment, NASBA issues a Notice to Schedule (NTS) to the candidate and also informs the Board of Examiners. The candidate is instructed to contact the Prometric Testing Center to schedule a day and time for testing for each section. **The Notice to Schedule (NTS) is valid for six months from the date of issue. This means that the candidate must schedule and take all sections that were authorized within six months of the NTS issue date.** The NTS is issued shortly after you pay. Do not wait weeks to check on it if you don't receive it! Call the board office for help.
 - The Board of Examiners must approve advisory scores from the AICPA before release to the candidate. As a general rule, you can expect scores to be reported by exam part to the Board during the first month of the testing window following the window in which you tested. Scores will be released to the candidate a short time after receipt in the Board office. Scores will be released in two waves during each testing quarter.
 - If necessary, the candidate submits subsequent application(s) and fee(s) to the Board office to be re-authorized to take failed sections or sections not previously scheduled in CBT or sections for which the candidate did not appear (no shows or cancellations by the candidate). **We will not process an application for any sections completed for which scores have not been issued to the candidate. You must wait to receive your scores before reapplying for any failed sections.**

Illinois Board of Examiners Application Fee Schedule

Fees are payable to Board of Examiners in the form of a personal check, cashier's check, or money order. **Fees must be drawn on a U.S. Bank in U.S. dollars.** These fees are nonrefundable.

Application fees to take the Uniform CPA Examination:

- Application fee for authorization and re-authorization to test:

| | |
|---------------------------------|-------|
| 4 different exam sections..... | \$120 |
| 3 different exam sections | \$108 |
| 2 different exam sections..... | \$ 76 |
| 1 exam section | \$ 40 |

If a check is returned from the bank for insufficient funds the service fee is \$ 25.00. See the Fee link at www.ilboa.org for full details of examination fees paid to the National Association of State Boards of Accountancy.

Required Exam on Rules of Professional Conduct

Before the Board may award an exam candidate a certificate as a Certified Public Accountant, applicants shall be required to pass a separate examination on the rules of professional conduct.

- 1) Illinois candidates who successfully complete the Uniform CPA Examination on or after January 1, 2005, are required to pass a separate examination on the rules of professional conduct before they may be awarded an Illinois CPA Certificate.
- 2) Currently, the Board accepts only the “Professional Ethics: The AICPA's Comprehensive Course”. After passing all sections of the Uniform CPA Examination and upon notification directly from the AICPA that the candidate has successfully completed the examination course with a minimum 90% score, the Board will approve the candidate’s certification and notify the candidate of the certificate number and date of issue.

Frequently asked questions:

Q: Is this exam part of the Uniform CPA Exam?

A: No, this course/exam is totally separate from the Uniform CPA Exam. It is not a “new” section of the CPA exam. It is just a new requirement in Illinois for certification. Over 30 jurisdictions have a requirement similar to this before they will certify or license CPAs. This is a self-study course on CD-ROM or textbook which you schedule at your convenience.

Q: Is there a time limit within which I must complete the course on Professional Conduct after I pass the CPA exam?

A: No, there is no time limit. However, keep in mind that you cannot call yourself a CPA in Illinois until this requirement has been met. When you pass all parts of the Uniform CPA Exam, we will notify you of your test results, but you will not be a CPA at that point in time. You must successfully complete the AICPA course on rules of professional conduct first.

Q: How do I obtain the course/exam?

A: You can access information about the course on the AICPA site www.cpa2biz.com. Key in “Ethics Course” in the “Search box” and it will bring up the information about the course, how to purchase, information about its content, etc. It is an open-book test. You can also obtain a free demo CD before you purchase the course. Once you purchase the course, you have one year to complete it before it expires.

Q: Why does the AICPA site mention CPE credit in relation to the course?

A: This course can also be taken to satisfy CPE requirements for a number of states. You are not required to complete CPE unless you are licensed in Illinois. This is the correct course to complete to meet the new certification requirement, however.

Q: What is the cost?

A: The cost is \$123.75 for non-members and \$99.00 for members of the AICPA. Information about AICPA membership is available at www.aicpa.org. Click on “Join AICPA”. There is an Associate Membership available for persons who have passed the CPA exam but who are not yet certified. We are not encouraging or discouraging membership in the AICPA, but want this information available to you.

Q: Is there any other way to obtain the course/exam?

A: For a limited time, the Illinois CPA Society is offering a discounted Ethics Examination with a paid membership as a professional affiliate member if you have been approved to take the CPA exam. Go to the following link for more information. <http://www.icpas.org/icpas/membership/approved-test.asp>

Q: What if I have questions about the grading of the exam?

A: You can direct questions about the grading of the exam to the AICPA Professional Development Quality Assurance Team at 919-402-4164 or aicpacpegrading@aicpa.org.

Name (printed) _____

11. List most recent CPA examination taken as an Illinois candidate:

Month _____ Year _____ Under what name? _____

12. Have you taken the CPA exam for another jurisdiction since last testing as an Illinois candidate?

Yes - what state? _____ Month/year _____ No

NOTE: If you have taken the Uniform CPA Exam for another jurisdiction since you last tested as an Illinois candidate, you must have your scores forwarded to the Board of Examiners from the jurisdiction in which you took the exam. Scores must be sent whether or not you passed any section(s) of the exam. Please complete the enclosed "Form TC" (pages 3 & 4) to have your scores forwarded to this office. Your application is incomplete without the "Form TC".

ATTESTATIONS AND AUTHORIZATIONS

13. All Candidates:

- Under penalty of perjury, I certify to the truth and accuracy of all statements, answers and representations made in the foregoing application, and in all supplementary statements and materials.
- I understand and agree that I will not divulge the nature or content of any examination question or answer to any individual or entity. I will report to the Board any solicitations or disclosures of which I become aware. I will not remove or attempt to remove any examination materials from the examination room. Failure to comply with this attestation may result in my examination scores being invalidated, disqualification from future CPA Examinations, and facing possible civil and criminal penalties.
- I authorize the Illinois Board of Examiners to relay information about me including: name, address, mother's maiden name, telephone number, social security number, date of birth, email address, university(ies) attended, degree(s) earned, and credits earned and dates credit earned on the CPA examination to the National Association of State Boards of Accountancy (NASBA) for the sole purpose of building the national scheduling database for the computerized CPA examination. In addition, I authorize the Board to release generic ranking information about candidate performance on the exam to the Illinois CPA Society and/or the AICPA for consideration of state or national awards. No individual candidate scores will be released to any third party.
- I attest that I am not a Certified Public Accountant in any of the 54 jurisdictions of the United States.
- I attest that I have not 1) passed all parts of the Uniform CPA examination or 2) passed the IQEX accounting exam.
- I confirm that I have read and understand the provisions contained in the "Information for Applicants." I agree that in the event my examination data is lost or damaged, any claim I may have will be limited to the examination fee(s) paid by me.

Signature of applicant

Date

**TRANSFER OF CPA EXAM CREDIT FORM (FORM TC)
INTERSTATE EXCHANGE OF CPA EXAMINATION INFORMATION**

Illinois Board of Examiners

Mailing Address: 100 Trade Centre Drive, Suite 403 • Champaign IL 61820-7233

•PHONE (217) 531-0950 • FAX (217) 531-0960 • TTY (217) 531-0934 •WEB: www.ilboa.org • E-MAIL: help@ilboa.org

▶ ▶ SECTION A ◀ ◀

Complete Section A ONLY and forward this form to the Board of Accountancy in the jurisdiction in which you wrote the Uniform CPA Examination since last testing as an Illinois candidate. This form must be submitted regardless whether you passed any sections of the CPA exam. Request that the State Board complete Sections B through E on pages 3 and 4 and that they return it to the Illinois Board of Examiners at the address above. There may be a fee for this score certification. Check with the state board before mailing. A complete list of state board contact information is at www.nasba.org. Click on CPA Exam, Jurisdiction Map.

Name _____
First Middle Family/Last Previous name(s)

Mailing address _____
Street or P.O. Box City State/Province/Country Zip/Postal Code

Date of Birth _____ U.S. Social Security number (opt.) _____

Date(s) of previous exam sitting(s) (month and year): _____

This is my authorization for you to furnish the Illinois Board of Examiners with a complete record of my exam scores. I have been issued a CPA certificate from your jurisdiction: Yes No

Signature of Applicant Date

▶ ▶ SECTION B ◀ ◀

Sections B through E are to be completed by the Board of Accountancy from where you are transferring your scores or certificate.

Complete for applicants who have received certificates:

The applicant:

- was issued certificate number _____ on _____
- has successfully practiced public accounting 5 of the last 10 years. Has not been disciplined by this board.
- The certificate is in good standing (valid and unrevoked) and expires on _____

▶ ▶ SECTION C ◀ ◀

The applicant:

has not been issued a certificate by this board because the following requirements have not been met:

- Pass uniform CPA examination
- Pass ethics examination
- Experience
- Pay appropriate fees and/or post bond
- Residence
- Other (please specify)

FORM TC, con't.

▶ ▶ SECTION D ◀ ◀

Verification of Examination Credits

The following are scores awarded on the uniform CPA examination(s) for the applicant named on page 4, as reported by the AICPA Advisory Grading Service and approved unchanged by this board. Please explain below if any scores were changed or if an exam other than the Uniform CPA exam was used. Attach additional sheets if necessary.

Please list all scores, include failing scores, recorded for the applicant.

| Date of Examination (Month/day/year) | AICPA ID Number or CBT Section ID number | AUD (AUDIT) | BEC (LPR) | FAR (FARE) | REG (ARE) |
|---|--|-------------|-----------|------------|-----------|
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The information provided herein is correct to the best of my knowledge.

BOARD SEAL

Name of State Board

Signature of Board Representative (do not use rubber stamp)

Title

Date

▶ ▶ SECTION E ◀ ◀

Comments or explanations of information provided: