

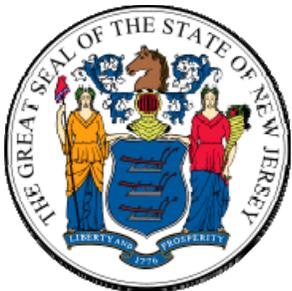
New Jersey State Board of Accountancy

# Certified Public Accountant Application Process Overview



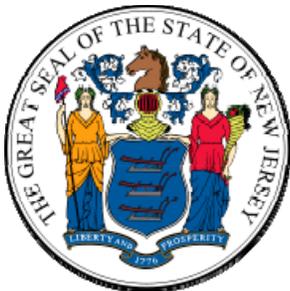
# New Jersey State Board of Accountancy

- License qualified individuals
- Regulates the practice of accountancy
- Investigates complaints and takes disciplinary action



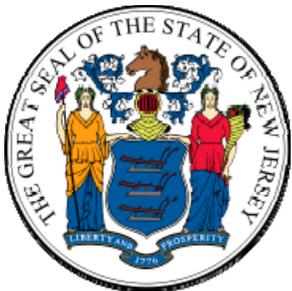
# License to Practice

- No one may practice as a Certified Public Accountancy without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



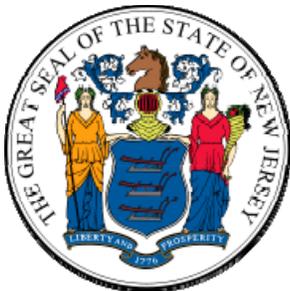
# License to Practice

- How do you apply to sit for the national examination?
- What are the methods to apply for licensure?
- How do you keep a license in good standing?



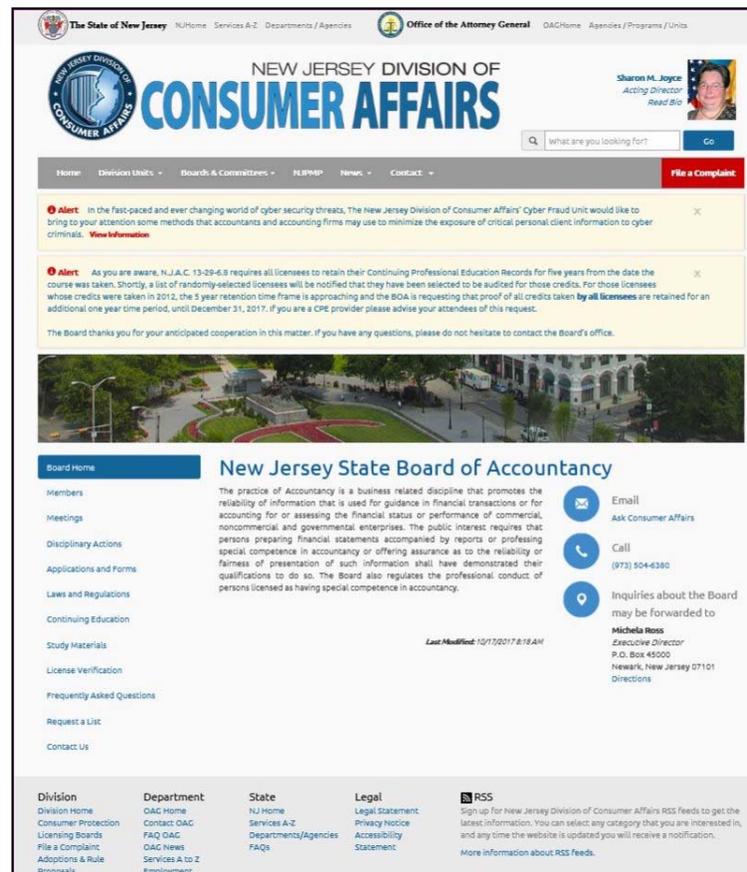
# Applying for the National Examination

- First you must contact the National Association of State Boards of Accountancy (NASBA) for a transcript evaluation and permission to sit for the national CPA examination [www.nasba.org](http://www.nasba.org)
- Once you have sat for and passed all four parts of the examination, NASBA will send your scores/transcripts to the New Jersey State Board of Accountancy
- You will then be required to submit an application for CPA licensure directly to the Board

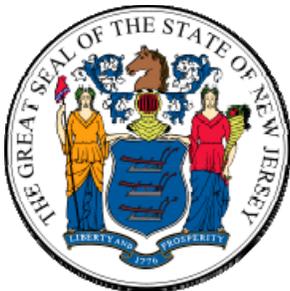


# How Do I Get a New Jersey CPA Licensure Application Form?

Applications can be downloaded from the Board's website at [www.NJConsumerAffairs.gov/acc](http://www.NJConsumerAffairs.gov/acc)

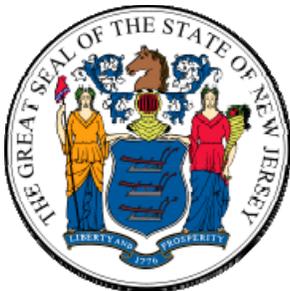


The screenshot shows the website for the New Jersey Division of Consumer Affairs. At the top, there are navigation links for 'The State of New Jersey', 'NJ Home', 'Services A-Z', 'Departments / Agencies', 'Office of the Attorney General', and 'OAG Home'. The main header features the 'NEW JERSEY DIVISION OF CONSUMER AFFAIRS' logo and a photo of Sharon M. Joyce, Acting Director. Below the header is a search bar and a 'File a Complaint' button. Two alert boxes are visible: one about cyber security threats and another about continuing education requirements. The main content area is titled 'New Jersey State Board of Accountancy' and includes a description of the board's role. On the right side, there are contact options: 'Email Ask Consumer Affairs', 'Call (973) 504-4300', and 'Inquiries about the Board may be forwarded to Michela Ross, Executive Director, P.O. Box 45000, Newark, New Jersey 07101, Directions'. At the bottom, there are links for 'Division', 'Department', 'State', 'Legal', and 'RSS'.



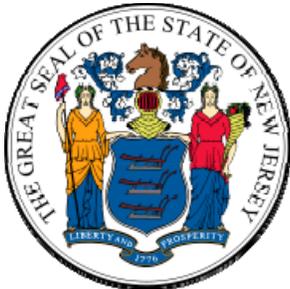
# Application by Examination

1. Submit an application  
*(no fee if applying by examination)*
2. Send supporting documents to the Board  
*(photo, copy of passport, immigration documents, etc.)*
3. Employer submits “statement of experience”  
*(enclosed with application)*
4. Submit additional information as requested  
*(which may include copy of passing exam scores from NASBA, transcripts, etc.)*
5. Submit Final Licensure payment  
*(\$90 if licensed within the first year triennial period, \$60 if licensed within the second year of triennial period, \$30 if licensed within the third year of the triennial period)*



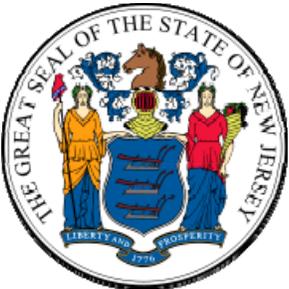
# Application by Transfer of Grades

1. Submit an application and \$75
2. Send supporting documents to the Board  
*(photo, copy of passport, immigration documents, etc.)*
3. Employer submits “statement of experience”
4. Submit official verification of national examination scores
5. Submit additional information as requested  
*(which may include copy of passing exam scores from NASBA, transcripts, etc.)*
6. Submit Final Licensure payment  
*(\$90 if licensed within the first year triennial period, \$60 if licensed within the second year of triennial period, \$30 if licensed within the third year of the triennial period)*



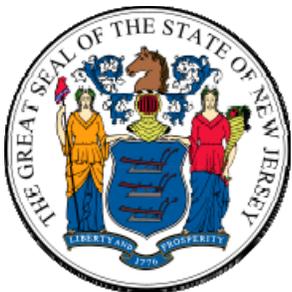
# Application by Endorsement

1. Submit an application and \$175 application fee
2. Send supporting documents to the Board  
*(photo, copy of passport, immigration etc.)*
3. State of licensure submits official “verification of licensure form”
4. Submit additional information as requested  
*(which may include, copy of passing exam scores, transcripts, statement of experience, etc.)*
5. Submit Final Licensure payment  
*(\$90 if licensed within the first year triennial period, \$60 if licensed within the second year of triennial period, \$30 if licensed within the third year of the triennial period.)*



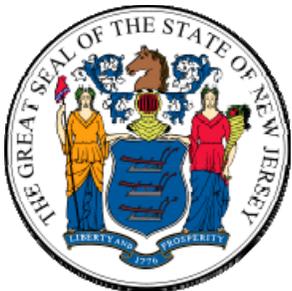
# Initial Application Fees

- Application Fee(s):
  - Transfer of Grades \$75
  - Endorsement \$175
  - No fee if applying by Examination
  - Payable by check or money order
  - **NO CASH**



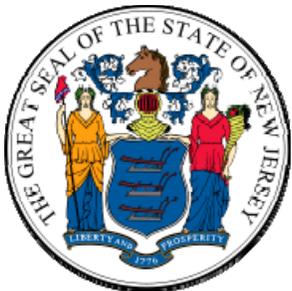
# Application Questions

- Moral Character – Arrests / Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical / Cognitive
- Use of Illegal Chemical Substances



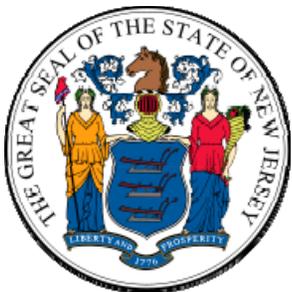
# Criminal History Background Check (CHBC)

- You must complete the “*Criminal History Information Request Form*” as part of the application
- Please note that it may take 3 to 5 weeks for the Board to receive the results of a criminal history background check from the criminal history department



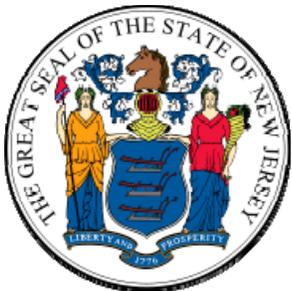
# Initial Licensure Fee

- Once your application has been approved you will receive a letter and an attached invoice
- You must return this invoice with the appropriate licensing fee
- Payment may be in the form of a check, money order, or credit card. You must include the expiration date when paying by credit card



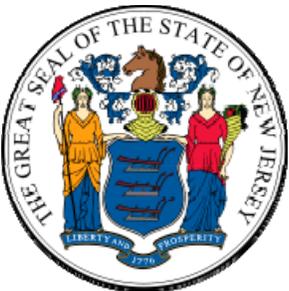
# Keeping Your License Current

- Licenses are valid for 3 years  
*(initial licenses may expire prior to 3 years due to date of issuance)*
- You must keep your mailing address current with the Board in order to receive renewal notices
- Renewals are done online and require a renewal fee *(currently \$90)*



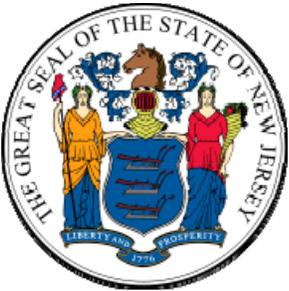
# Continuing Education

- You must complete your continuing education prior to renewal  
*(December 31 every 3 years)*
- You must complete 120 credits during each three-year period
  - A minimum of 20 credits must be completed in each year of the triennial period
  - Licensees are required to complete a 4-credit course on NJ Law & Ethics  
*(a list of approved courses is on the Board's website)*



# Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move or change your name – *contact the Board and update your information*



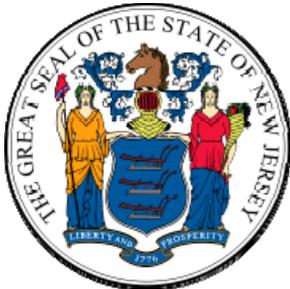
# Where Do I Send Mail for the New Jersey Board of Accountancy?

## Mailing Address

New Jersey Board of Accountancy  
P.O. Box 45000  
Newark, NJ 07101

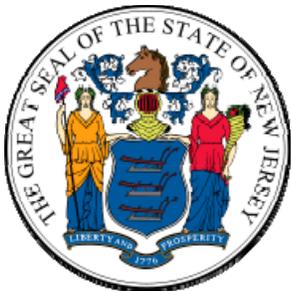
## Physical Address

New Jersey Board of Accountancy  
124 Halsey Street  
Newark, NJ 07102



# Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



# Useful Websites

Board of Accountancy

[www.NJConsumerAffairs.gov/acc](http://www.NJConsumerAffairs.gov/acc)

Application Status

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

