

Education Guidelines

To Sit for the Exam:

120 semester hours of overall academic credit, including:

A minimum of 24 semester hours of business courses at any level

A minimum of 24 semester hours of accounting courses, subject to the following:

- no more than 12 lower-level semester hours (below 300 level)**
- completion of four MANDATORY courses taken at the upper level (300+): audit, financial/intermediate accounting, cost/managerial accounting, and a US tax course**
- no skills-based courses like bookkeeping, payroll accounting, computerized accounting, quickbooks or other software courses, etc.**
- no more than one business law/legal environment of business course**

To License:

150 semester hours of overall academic credit, including:

Completion of a Bachelor's Degree in any field

A minimum of 36 semester hours of business courses at any level

A minimum of 36 semester hours of accounting courses, subject to:

- no more than 12 lower level semester hours (below 300 level)**
- at least 24 semester hours at the upper level (300+)**
- completion of four MANDATORY courses taken at the upper level (300+): audit, financial/intermediate accounting, cost/managerial accounting, and a US tax course**
- no skills-based courses like bookkeeping, payroll accounting, computerized accounting, quickbooks or other software courses, etc.**
- no more than one business law/legal environment of business course is allowed**

****All credit must be from regionally accredited schools****

Accreditation: All credit must have been earned at an institution accredited by a regional accrediting body approved by the Board. If you are unsure if your school has regional accreditation, please give the Board a call to verify. Not all credit from every regionally accredited school can be accepted. Credit earned from an unaccredited school that is transferred into an accredited school cannot be counted.

Accounting Certificate/Continuing Education/Enrolled Agent/Other Credential Courses: These are not eligible toward credit. All credit must be applicable to a Bachelor's, Master's, or PhD degree, even if you do not go on to earn the degree. Enrolled Agent, CFA, or any other credential program courses are not eligible.

Other Ineligible Credit (includes, but is not limited to):

- credit exempted by exam or "testing out" (AP, CLEP and IB are accepted)
- placement credit from a school (often foreign language, math, or language arts credit given based on a placement exam taken prior to the freshman year)
- credit given for life/work experience
- credit for a portfolio demonstrating competence in a subject area
- credit waived for any reason
- credit that is not semester or quarter hours (competency units, etc.)
- credit given for anything other than taking a course that has set start and end dates, has assignments and an accessible instructor, periodic assessments, and results in earning semester/quarter hour credit applicable to a degree
- credit for a class that was repeated; credit is given for one attempt only
- CPA exam review courses
- third-party study abroad programs - even if an accredited US school accepts it as transfer

Duplicate Credit: Duplicate courses are only counted once. For example, if a student takes a course and makes a D, then repeats it and makes a B, the Board only counts that course once. If a student takes a government accounting course at a tech school, then takes government accounting during his or her Bachelor's Degree work, only the

Bachelor's Degree attempt would count. There are some exceptions. For example if a student took a government accounting undergraduate course and then took a government accounting graduate-level course. This should include a curriculum that builds on prior learning instead of repeating material.

Semester vs Quarter Hours: Both are accepted; however, quarter hours are converted to semester hours. The formula is semester hour = quarter hour \div 3 \times 2.

Transfer Credit: Credit may only be counted as it was earned at the institution that granted it. It does not matter what school X transferred it in as. It only matters what the school where it was taught gave for it. If a school transfers in a lower-level (below 300) course from another school as an upper-level (300+) course, only the lower-level credit for that course is applied.

International Credit: Applicants with true "international education" must have an international evaluation by NIES, a part of NASBA. They will determine what is equivalent to US credit and issue an evaluation of that credit. There are also third-party international evaluation services, but the Board only accepts NIES.

Study Abroad Credit:

1) Students who completed study abroad while enrolled at an US school:

As long as it is credit earned within a study abroad program that is part of an accepted regionally accredited US school, credit was granted by the US school as their own credit, and appears on the US school's transcript as institution credit, this should not require an international evaluation. Additional documentation may be required to confirm that study abroad credit qualifies under the guidelines outlined above.

2) Students who completed study abroad while enrolled at a foreign school:

Students who were enrolled with a foreign school must have an international evaluation by NIES. Please see the “International Credit” section of this document.

3) Students who completed study abroad while not enrolled at an US school or foreign school:

Third-party programs, completed outside of the guidelines provided in items 1 and 2 above, are not accepted, regardless whether an accredited US school transfers it in.

Internship: Accounting internships must be accounting specific, and no more than 6 hours are eligible to be used toward the accounting requirement. Internship hours used for education credit cannot also be used as part of the year of experience hours.

Things that Can Be Business Courses: Marketing, Management, Finance, Economics, Global Supply Chain Management, International Business, Computer Courses, Statistics, Business Law, Business Writing, Business Spanish/other language, some Hospitality/Retail/Tourism courses, some law school courses, etc.

Things that are not Business: Political Science, Global Studies, Advertising, Public Relations, Criminal Justice, etc.

Things that Don't Count as Accounting Courses:

- accounting courses that are for non-majors (including some MBA courses)
- CPA exam prep/review courses
- business ethics
- skills-based courses at the lower level such as bookkeeping, payroll, accounting software, computerized accounting, quickbooks and other software-specific courses, etc.
- VITA program credit
- survey of accounting
- courses that may sound like accounting but have a different course code than the main accounting curriculum or are designed specifically for non-accounting majors

-most independent study and self-directed credit