

# TEXAS STATE BOARD of PUBLIC ACCOUNTANCY

## Completing the Eligibility Application: The 4 Steps

The eligibility application process involves both the Texas State Board of Public Accountancy (TSBPA) and the National Association of State Boards of Accountancy (NASBA). To apply for a section of the Uniform CPA Examination, begin by submitting an Eligibility Application to the Board and paying applicable fees. Continuous testing allows candidates to take the exam year-round. Under the continuous testing model, scores are released on a rolling basis and candidates can retake a failed section without restrictions.



### Step 1. Completing and Submitting the Eligibility Application

- Each section of the exam may be taken independently of other sections and in any order.
- You will have only 90 days from the date your application is approved by the Board to pay NASBA the examination fees for the section for which you are approved, schedule with Prometric, and take the exam.
- There are no extensions to the 90-day eligibility period.

### Forms and Fees Required with the Eligibility Application

The following forms and fees are required with each Eligibility Application submitted to the Board. Complete all areas of the Eligibility Application and make any necessary changes to your address or contact information.

- **Examination Agreement.** This document is included in the online application process. Read and execute the document. You are required to follow the terms of the Examination Agreement for each test section taken.
- **Fees.** You must pay TSBPA's nonrefundable, nontransferable fee of \$15 for the exam for which you are applying. The Board accepts American Express, Discover, MasterCard, or Visa.

**NOTE: Name changes** require additional documentation, such as a copy of your marriage license, divorce decree, or court order; accompanied by a copy of your social security card and current driver's license. You may apply online using your former name and submit documentation by mail to change your name in our records.

- **ID Card.** The Board no longer issues identification cards. For more information on forms of identification needed at the testing centers, please read the document: **Identification Documents**.

## Step 2. The Approval Process

When the Board receives your online Eligibility Application, it will be processed quickly—usually within 24–48 hours. The Board will verify with NASBA that you are not currently testing as a candidate of another board of accountancy and that you are eligible to schedule the section you have indicated on the Eligibility Application. Once your application is approved, the Board will send an email indicating your 90-day Eligibility Deadline. **This is the date by which you must test on the section for which you have applied.**

## Step 3. Paying NASBA Exam Fees

Soon after receiving the email from the Board, you may pay the exam fees to NASBA. You will need to create a NASBA Exam Candidate account on the portal at [www.NASBA.org](http://www.NASBA.org). After your account is established you may pay the exam fee. NASBA accepts payment by credit card. Fees for each exam section are based on costs for computer seat time, security features, and grading. Use the schedule at the right to determine the amount of your exam fee payment to NASBA for the section you have applied to take. **Please note, the fees are not subject to refund, transfer, or extension. The exam fees should be paid to NASBA as soon as possible within the 90-day eligibility period. The 90-day eligibility period begins when the Board approves your application, NOT when you pay the exam fees to NASBA.**

### NASBA Fee Schedule

#### Single Section Fees

AUD	\$254.80
BEC	\$254.80
FAR	\$254.80
REG	\$254.80

## Step 4. Scheduling Your Examination

### Notice to Schedule

After your examination fees are paid, NASBA will make your Notice to Schedule (NTS) available on the portal. The NTS will list the section that you are approved to take, as well as the deadline for testing. If you cannot access the NTS within 48 hours after making your payment to NASBA, you should contact the Board office at (512) 305-7851.

**You are required to have a printed copy of the NTS with you at the time of scheduling and testing.**

### Verification

Upon receipt of your NTS, verify that all information is correct and that your name as it appears on the NTS matches EXACTLY your name on the identification documents that you will use during check-in at the test center. **If the names do not match, immediately contact the Board to request a correction.** You will not be allowed to test if the name on the identification documents does not exactly match the name on the NTS.

### Testing Centers

Upon receipt of your NTS, you may schedule to take the exam section at any Prometric testing center in the United States or U.S. territory. The NTS will include information to assist you in contacting Prometric. All Prometric test centers are listed at [www.prometric.com](http://www.prometric.com).

Revised 10/2023