

Preparing for the CPA Examination

The Testing Accommodations Process



Frequently Asked Questions

The Texas Legislature passed the *Public Accountancy Act* (the *Act*), codified as Chapter 901 of the *Occupations Code* (Vernon's 2003). The *Act* grants authority to the Texas State Board of Public Accountancy (the Board) to determine the eligibility of persons to take the Uniform CPA Examination. The *Act* also authorizes the Board to promulgate rules to effectuate the *Act*. Rules pertaining to the testing accommodation process (*Texas Administrative Code*, Chapter 511, Subchapter D) may be found on the Board's website, www.tsbpa.state.tx.us.

The following general information about the testing accommodations process is arranged in a question/answer format. Specific questions may be directed to the Qualifications Team at the Board office, (512) 305-7851.

For more information . . .

Additional information about the examination process is available under Exam/Qualifications Publications on the Board's website, www.tsbpa.state.tx.us. For Board rules pertaining to testing accommodations, click on Rules and go to Chapter 511, Subchapter D. Qualifications Team members are also available to provide more information, (512) 305-7851.

request accommodations on the *Application of Intent* but do not submit the necessary forms, evaluation of the *Application of Intent* will be delayed.

Is there an application that I should complete to request testing accommodations?

Yes. The Board has a series of forms that may be used to request testing accommodations. These forms may be printed from the Board website, www.tsbpa.state.tx.us, or mailed to you upon request.

When should I submit the application for testing accommodations?

Requests for testing accommodations should be submitted with the *Application of Intent*. If you

If I previously have taken the CPA exam and received accommodations, do I need to complete an application for accommodation?

Yes. Since the CPA exam is offered in a computerized format, the Board must reevaluate the request for testing accommodations. Testing accommodation forms may be submitted along with the *Eligibility Application*.

May I be assured that I will receive the accommodations that I request?

No. Testing accommodations are based on various factors. The *Americans with Disabilities Act* (ADA) requires the Board to provide testing accommodations to individuals who have a **permanent disability that substantially limits a major life activity**. Unless the applicant establishes that the disability has substantially limited a major life activity, the applicant will not be entitled to testing accommodations on the CPA exam.

Are testing accommodations available for injuries or illnesses sustained prior to a scheduled examination?

In special circumstances, minor testing modifications may be approved and made available. For example, an individual may need to have an injured foot elevated during the exam or, if experiencing back pain, may need to stand occasionally during the exam. The Board may approve non-ADA accommodations such as allowing an individual to bring a pillow or wedge for a non-ADA back problem. Reasonable accommodations of this type may be made provided they are not disruptive to other examinees.

Is the application for testing accommodations necessary for injuries or illnesses sustained prior to a scheduled examination?

Although the application is necessary if the injury or illness is a permanent disability that substantially limits a major life activity, if the injury or illness does not qualify under the ADA requirement, the application for testing accommodations is not required. However, the

candidate should inform the Board in writing of the illness or injury so that non-ADA accommodations may be considered.

May I receive testing accommodations that are not listed on the Board's rules?

The Board may request testing accommodations that are not shown on the list. However, there is no assurance that the accommodations will be available.

Are testing accommodations available at all test centers?

No. All test centers are accessible under ADA requirements; however, some testing accommodations may not be available.

Will I pay additional costs because of testing accommodations?

No. If the Board authorizes testing accommodations that result in additional costs, the Board will pay these costs.

Will information about the status of my request for testing accommodations be provided?

Yes. You will receive written notification of the Board's action on the request. Please allow four weeks for processing and evaluation, as it may be necessary to consult a health care professional.

Is the Eligibility Application required for applicants requesting testing accommodations?

Yes. The *Eligibility Application* is the form that a person submits to the Board to apply to take one or more sections of the Uniform CPA Examination. Additional information about the *Eligibility Application* process may be found on the Board's website at www.tsbpa.state.tx.us under **Exam/Qualifications Publications**.

How will I be notified when I may schedule an examination?

Scheduling to test may occur only after you have completed the following steps:

- submitted an *Eligibility Application*;
- received the Board's approval notice for the *Eligibility Application*;
- remitted the exam fee to the National Association of State Boards of Accountancy (NASBA); and
- received a *Notice to Schedule* (NTS).

Upon receiving the NTS, you may schedule the exam. The NTS will list the section(s) you are approved to take, as well as the deadline for testing and the type of testing accommodations authorized by the Board. If you believe the testing accommodations are incorrect, you should contact the Board.



Scheduling to Test

Does the Board schedule my examination?

No. An exam candidate who has paid the examination fee to NASBA selects the date, time, and place for testing at a Prometric Test Center and makes arrangements to test.

What is the Notice to Schedule?

You should receive a *Notice to Schedule* (NTS) within 2 days after paying the examination fee to NASBA. You may not schedule an examination appointment without a valid NTS. The NTS lists the section(s) you have been approved to take, the testing deadline, and the type of Board-authorized testing accommodations. If you believe accommodations are incorrect, you must contact the Board before proceeding.

Upon receiving the NTS, you should verify that all information is correct and that the name on the NTS matches EXACTLY the name on the identification documents you will use during check-in at the test center. **IF IT DOES NOT MATCH, IMMEDIATELY CONTACT THE BOARD TO REQUEST A CORRECTION.** You will not be allowed to enter the test center if the name on the identification documents does not exactly match the name on the NTS.

If testing accommodations are authorized, how do I schedule to test?

An examination candidate approved by the Board for special testing accommodations may contact Prometric at **(800) 967-1139** to schedule to test. A hearing-impaired candidate using a teletypewriter (TTY) may call **(800) 529-3590** to schedule an appointment.

Prometric's Candidate Services Call Center is open Monday through Friday from 8:00 a.m. to 8:00 p.m. EST. When calling to schedule two or more sections, be prepared to identify the dates, times, and locations where you want to take each section. It is not necessary to make all appointments in one call. You may make one appointment at a time. You must make appointments at least 6 days before you want to take the examination. Walk-in appointments are not permitted.

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You may consult with a Qualifications Team member by phone or in person at the Board office.