

## TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

William Treacy, Executive Director  
(512) 305-7851  
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505 E. Huntland Drive, Suite 380  
Austin, TX 78752-3757  
www.tsbpa.texas.gov

# TRANSFER OF CREDIT FORM INSTRUCTIONS

## NATIONAL CANDIDATE DATABASE

The CPA Examination is offered in a computer-based format and a National Candidate Database (NCD) of all CPA examination applicants is used by boards of accountancy to verify applicant eligibility. The NCD may also be used in the CPA examination scheduling process. The NCD is managed by the National Association of State Boards of Accountancy (NASBA). Certain information provided by the applicant on the Application of Intent will be shared with NASBA.

## APPLICATION FEE

The APPLICATION OF INTENT and TRANSFER OF CREDIT FORM must be accompanied by a check or money order in U.S. dollars to cover a \$100 nonrefundable fee. **DO NOT SEND CASH.** Separate fees will be required when you submit an Eligibility Application for the Uniform CPA Examination or an Issuance Application for a Texas CPA Certificate.

## PHOTOGRAPH

You must include an original passport-type photograph taken within the past six months. Copies are not acceptable.

## PERSONAL INFORMATION

To be completed in full.

You are required to submit a copy of the following documents:

- U.S. social security card, and
- A government-issued identification document that you will use during CPA exam testing (for applicants who have partial credits only). This document must include your name, photograph, and signature. It is recommended that a state-issued driver's license, state identification card, or current U.S. passport be used for this purpose.

If you do not have a social security number, the Board will assign a temporary number to the Application of Intent until you obtain one.

## EDUCATION

The Board may consider qualifying an applicant under the education requirements that were in effect in Texas at the time the applicant took the CPA examination in another licensing jurisdiction.

Applicants who obtained their education outside the U.S. should contact the board office for a *REQUEST FOR EVALUATION OF INTERNATIONAL CREDENTIALS* form.

**Transcripts** -- Official transcripts from all colleges and universities attended. Electronic transcripts may be submitted from the educational institution to the Board. Submit to [transcripts@tsbpa.texas.gov](mailto:transcripts@tsbpa.texas.gov).

**Federal Interagency Committee on Education (FICE) College Code** -- Provide the FICE college code for each college or university you attended. These codes may be found on the listing labeled *FICE Code List for Colleges and Universities*.

**Degree** -- Provide the highest degree you earned that is shown on a transcript (e.g., BA, MBA, etc.) The degree must be from a Board-recognized college or university.

**Total completed hours** -- Provide the total number of semester hours you have completed. You must have completed a total of 150 semester hours or quarter-hour equivalents of college courses taken at an accredited college or university to meet Texas licensing requirements.

If you hold a baccalaureate degree, you must meet the Board's 150 semester hours or quarter-hour equivalents of courses in one of the following ways:

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### TRANSFER OF CREDIT FORM INSTRUCTIONS, continued

#### EDUCATION (Cont'd)

- (1) Complete a master's degree or higher degree conferred by a university recognized by the Board; or
- (2) Complete the upper level accounting courses needed to take the CPA examination as defined in Board Rule 511.57. The hours required for a baccalaureate degree plus the additional hours must equal or exceed 150 semester hours; or
- (3) Complete additional semester hours or quarter-hour equivalents of upper level courses that enhance professional skills and competence, beyond the accounting hours required for a baccalaureate degree in accounting, from a university recognized by the Board. The hours required for a baccalaureate degree plus the additional hours must equal or exceed 150 semester hours. The coursework should be in established courses offered through colleges within the university, such as architecture, business administration, communications, engineering, fine arts, liberal arts, science, or another established discipline. Developmental and remedial coursework may not be used to meet the 150-hour requirement.

**Completed semester hours in accounting** -- Provide the total number of semester hours you have completed in accounting. You must have completed a minimum of 30 semester hours or quarter-hour equivalents of upper division accounting courses taken at an accredited college or university. The subject-matter content should be derived from the Uniform CPA Examination Content Specification Outline and cover some or all of the listed courses. All applicants must satisfy the upper division course work required in Board Rule 511.57. Additional information about courses taken at community colleges may be found in this reference. The 30 hours must be from the following list:

- (1) financial accounting and reporting for business organizations that may include
  - (a) intermediate accounting
  - (b) advanced accounting
  - (c) accounting theory
- (2) managerial or cost accounting (excluding introductory-level courses)
- (3) auditing and attestation services
- (4) internal accounting control and risk assessment
- (5) financial statement analysis
- (6) accounting research and analysis
- (7) up to 12 semester hours of taxation (including tax research and analysis)
- (8) financial accounting and financial reporting
- (9) up to 12 semester hours of accounting information systems, including management information systems ("MIS"), provided the MIS courses are listed or cross-listed as accounting courses, and the college or university accepts these courses as satisfying the accounting course requirements for graduation with a degree in accounting
- (10) fraud examination
- (11) international accounting and financial reporting

The board requires that a minimum of two semester credit hours in research and analysis relevant to the course content described in subsection (c)(6) or (7) of this section be completed. The semester hours may be obtained through a discrete course or offered through an integrated approach. If the course content is offered through integration, the university must advise the board of the course(s) that contain the research and analysis content. A list of the accounting/tax research and analysis courses recognized by the Board is posted on the Board's website.

**Completed semester hours in related business subjects** -- Provide the total number of semester hours you have completed in related business subjects. You must have completed a minimum of 24 semester hours or quarter-hour equivalents of upper division related business courses at an accredited college or university. You may not take more than 6 semester hours in any subject area to meet the minimum hour requirement specified in Board Rule 511.58. Additional information about courses taken at community colleges may be found in this reference.

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The board requires that a minimum of two semester credit hours in accounting communications or business communications be completed. The semester hours may be obtained through a discrete (course or offered through an integrated approach. If the course content is offered through integration, the university must advise the Board of the course(s) that contain the accounting communications or business communications content. A list of the accounting/business communications courses recognized by the Board is posted on the Board's website. The 24 hours must be from the following subject list:

- (1) Finance
- (2) Management
- (3) Information systems or technology
- (4) Business law, including the study of the Uniform Commercial Code
- (5) Economics (for the purposes of this section, any college-level course will count as upper division)
- (6) Statistics and quantitative methods (for the purposes of this section, any college-level course will count as upper division)
- (7) Marketing
- (8) Business Communication
- (9) Other areas related to accounting

#### BUSINESS INFORMATION

Complete area. Information provided in this area will not be added to the National Candidate Database for the CPA Examination.

#### AFFIDAVIT OF APPLICANT

The *Affidavit of Applicant* must be completed, signed, and dated by the applicant.

**Background Investigation**--The Board will access the Federal Bureau of Investigation (FBI) database and the Texas Department of Public Safety - Crime Records Division files using an established fingerprint process for each person who submits an Application of Intent. The fingerprint process allows the Board to receive information on all arrests, charges, convictions, probations and deferred adjudications of misdemeanor and felony offenses that occur in any U.S. state or territory. Records of these activities are reported to the Board for further investigation. If an applicant was 17 years of age or older at the time of the arrest, it should be reported to the Board. You are not required to report criminal records that have been expunged or sealed by an order of the court. You are required to report criminal records subject to a non-disclosure order. Any subsequent arrest will automatically be reported to the Board for further investigation.

An applicant who resides outside the United States or its territories, or who has resided outside the United States or its territories for any part of the two years immediately preceding filing the Application of Intent, must provide a certificate indicating a lack of a history of dishonest or felonious acts from your country of residence. The evidence must be presented in the form of a certificate and shall be issued and sealed by an official of the country of residence.

If necessary, an applicant may be required to come to the board office in Austin for an administrative interview, to discuss the applicant's background prior to the approval of the Application of Intent. The Board may also refer an applicant to ACAN (Accountants Confidential Assistance Network) prior to the approval of the Application of Intent. ACAN is an organization dedicated to providing assistance to CPAs, exam candidates, and accounting students who may have problems with alcohol, substance abuse, depression, and other mental health issues.

**An applicant submitting an Application of Intent is subject to the Public Accountancy Act (Chapter 901 of the Occupations Code), the Texas State Board of Public Accountancy Rules of Professional Conduct, and all other rules promulgated by the Board. Any violations of the Act or its rules prior to licensure could be cause by the Board to take disciplinary action against a candidate, or a certificate holder, or to deny the issuance of a certificate.**

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#### REQUEST FOR TESTING ACCOMMODATIONS

An applicant claiming a disability that requires testing accommodations, aids, services, or additional time to complete the examination must submit a request and all supporting documentation in conjunction with the filing of the request. The burden of proof is on the applicant to show the need for any testing accommodations. Documents necessary to request testing accommodations may be printed from the Board's website or mailed to the applicant. Requests for testing accommodations must be submitted with the Application of Intent.

#### VERIFICATION OF LEGAL STATUS

The Board must verify proof of legal status in the United States.

1. Each applicant shall provide evidence of legal status by submitting a copy of the following acceptable official documents.

- U.S. social security card

AND

- An unexpired driver's license or identification card issued by a state of the U.S. provided it contains the applicant's photograph and information such as name, date of birth, sex, height, eye color, and address; or
  - An unexpired U.S. passport
2. Applicants who are citizens of a foreign country and who cannot provide the documents shown above are required to provide evidence of a non-expired F-1 Visa issued to the student attending a university or college.

Applicants who cannot meet the requirements of items #1 or #2 shown above shall comply with the federal Department of Homeland Security by providing evidence of both identity and employment authorization by submitting a certified or notarized copy of one of the following unexpired documents:

- An Alien Registration Receipt Card or Permanent Resident Card (Form I-551); or
- A foreign passport that contains a temporary I-551 stamp, or temporary I-551 printed notation on a machine-readable immigrant visa; or
- An Employment Authorization Document which contains your photograph (Form I-766).

An applicant who does not possess one of these documents should contact the Board office for additional acceptable documents.

**NOTE:** If a copy of the United States social security card has been provided under *Personal Information*, you have met this verification of legal status.

#### TRANSFER OF CREDITS

Complete *Transfer of Credit Form*. Information provided in this area will be verified with the state board of accountancy where credit was earned. It is necessary to complete an **Authorization for Interstate Exchange of Examination and Licensure Information** form. This form can be printed from the Board's website.