



The mission of the DC Board of Accountancy is to establish educational and professional standards of competence and conduct of certified public accountants in providing financial services for District businesses and citizens. The Board accomplishes this mission through a framework of examination, licensure, continuing education, accounting standards, investigation of consumer complaints, and enforcement of laws and regulations.

Regulatory Body's Duty

- The Board shall regulate the licenses of professional accountants, CPA firms and protects consumers by upholding the District of Columbia license law & accountancy regulations.
- The Board Consists of five (5) members. Four (4) shall be Certified Public Accountants. One shall be consumer member.
- All members of the Board shall be residents of the District of Columbia during their tenure.
- Promote and protect the public interest by implementing the provisions of the Act.
- Leverage accounting knowledge and enhance reliability of information used in financial transactions.
- Protect the accounting profession of commercial, non-commercial, and governmental enterprises.

CPA REQUIREMENTS

- 1 Pass the Uniform CPA Exam
- 2 Meet Licensing Requirements

When it comes to licensure requirements, remember the three Es:

EEE EDUCATION | EXAMINATION | EXPERIENCE

EDUCATION REQUIREMENTS

DEGREE REQUIREMENTS

- ★ Holds a baccalaureate degree with a concentration in accounting conferred by a college or university recognized by the Board, OR
- ★ Holds a degree that the Board determines is substantially equivalent, OR
- ★ Holds a baccalaureate degree acceptable to the Board supplemented with the equivalent of an accounting concentration, including related courses in other areas of business administration.

COURSE REQUIREMENTS

COURSES	CREDIT HOURS
Commercial (Business Law)	3
Financial Accounting	3
Auditing	3
Cost (Managerial) Accounting	3
Federal Income Taxes	3
Required Subjects Total	15
Other Accounting and Accounting Related Subjects	12 (Total)
Overall Credits Needed	27

Requirements for licensure if you earned your degree after January 1, 2000:

- ★ Bachelor's degree from a regionally accredited institution
- ★ 150 semester hours (24 semester hrs. in accounting subjects)

CPA APPLICATION ROUTES

CERTIFIED NOT TO PRACTICE (CPN)

Pass the Uniform CPA Examination + 120 credit hour baccalaureate Degree + Complete required 27 credit hour courses = **CPN Certificate**

CERTIFIED PUBLIC ACCOUNTANT (CPA)




Pass the Uniform CPA Examination + 120 credit hour baccalaureate Degree + Complete required 27 credit hour courses + Complete an additional 30 credit hours + Complete work experience requirement* = **CPA License**

Work Experience Requirement

- ★ Must have 2,000 hours of work experience in no less than 1 year and no more than 3 years. (Experience obtained within the 10 years immediately preceding the application)
- ★ Experience in government, industry, academia or public practice will be accepted.
- ★ Experience must be validated by a CPA licensed in the District of Columbia or another state.




DOCUMENTATION REQUIREMENTS

U.S. CANDIDATES

-  Official transcript (s) requested from institution sent to NASBA, Via email: cpaes-dc@nasba.org
-  All Initial and International Applicants: Have the certified/ original transcript(s) of their educational program evaluated by NASBA Evaluation Services
-  Provide verification of experience— to NASBA

INTERNATIONAL CANDIDATES

International applicants must be evaluated to determine courses fulfill the educational requirements. International applicants must:

-  Have the certified/original transcript(s) of their educational program evaluated by NASBA International Evaluation Services (NIES). NIES provides academic evaluation services for applicants who have completed education outside the United States for CPA examination and licensure only.
-  Have completed a course in federal income taxes (minimum of three semester hours) at an accredited university or college in the United States.
-  Have their credential evaluation forwarded to the Board.

READY TO APPLY? Here's what you will need before you apply.



One 2x2 passport style photo (jpeg format).



Government-issued identification (driver's license, foreign passport, etc.).

Debit or credit card to pay application exam or license fees.



CPA APPLICATION PROCESS

- 1** Submit application to NASBA for eligibility determination at <https://cpacentral.nasba.org/>.
- 2** Submit required documentation – e.g. request official transcript from institutions attended.
- 3** Application is evaluated to verify eligibility to sit for CPA examination.
- 4** Candidates will receive a notification to access the Notice to Schedule (NTS) via email from NASBA.
- 5** Sign into NASBA candidate portal link to access your NTS at <https://candidate-portal.nasba.org>.
- 6** Schedule Exams with Prometric after retrieving your NTS at <https://www.prometric.com/test-takers/search/cpa>.

INDIVIDUAL LICENSE PROCESS CERTIFIED PUBLIC ACCOUNTANT (CPA)



RESOURCES

Board Website: <https://dlcp.dc.gov/node/1617381>

Board Email: opla.accountancy@dc.gov

CPA License: www.mycpalicense.org

CPA License Email: cpaes-dc@nasba.org

Examination Info: <https://nasba.org/exams/cpaexam/>

Accountancy Regulation: <https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=17-25>