



California Board of Accountancy
 2450 Venture Oaks Way, Suite 300
 Sacramento, CA 95833

phone: (916) 263-3680 fax: (916) 263-3675 web: www.cba.ca.gov



Certificate of Enrollment – Early Entry

Applicants who have not yet met the education requirements to sit for the Uniform Certified Public Accountant Examination (CPA Exam) may qualify for early entry to the examination in accordance with California Code of Regulations (CCR), title 16, section 9.3.

Part 1 - To be completed by the Applicant.

Applicant's Full Name: _____ Date of Birth (mm/dd/yyyy): _____

I have read the following statement: To qualify for authorization from the California Board of Accountancy (CBA) for early entry to the CPA Exam, applicants must be within 180 days of completing the educational requirements for licensure contained in section 5093(a) of the Business and Professions Code at the time of submitting their initial application for an Authorization to Test (ATT) to the CBA. Upon completion of the courses and/or degree listed below, applicants must submit to the CBA satisfactory evidence (see title 16, CCR, section 2.8) of completion of that degree or coursework within 240 days of submitting their initial application for an ATT to the CBA.

Applicant's Signature: _____ Date: _____

Name of college/university currently enrolled at: _____

Degree to be conferred, if applicable (BS, BA, MBA): _____ Expected Date (mm/dd/yyyy): _____

Part 2 - To be completed or provided by the College/University¹:

Notice to person completing this form: The applicant who is listed in Part 1 of this form is applying for authorization from the CBA for early entry to the CPA Exam. To qualify, the applicant is required to provide proof of enrolled coursework. Please provide the information requested below pertaining to the enrolled coursework at your college/university for the above-named applicant.

1. Courses in which the applicant is currently enrolled (attach additional pages if needed):

Course Name	Course Number	Number of Credit Hours	Anticipated Completion Date (mm/dd/yyyy)

¹ In lieu of completing Part 2, the CBA will accept other documentation from the college/university if such documentation contains all of the information requested in Part 2 of this form and complies with the submission directions on page 2.

2. Credit hours above are listed in (circle one): *semester* *quarter*

Signature of Dean/Registrar (or delegee): _____ Date: _____

Printed Name: _____ Printed Title: _____

How to submit this form and, if applicable, any attached pages related to Part 2: One of the following options may be used to submit this Certificate of Enrollment:

- The college/university may scan and email a completed copy directly to examinfo@cba.ca.gov.
- The college/university may mail the original or a copy of the form directly to the CBA at the address listed in the letterhead on page 1, attention Exam Unit.
- The applicant may mail the original form to the CBA at the address listed in the letterhead on page 1, attention Exam Unit. **Envelope must be sealed by the educational institution.**

NOTICE ON COLLECTION OF PERSONAL INFORMATION

The information requested on this form by the California Board of Accountancy (CBA) is mandatory pursuant to Business and Professions Code section 5093.5 and Title 16 CCR, section 9.3. Failure to provide all of the information requested will result in the Certificate of Enrollment being ineligible for processing, or subject to denial. The information provided will be used to establish eligibility for early admission to the CPA Exam pursuant to section 5093.5 of the Business and Professions Code. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the CBA unless the records are exempted from disclosure by law, including exemptions provided by Civil Code section 1798.40. For questions about this notice or access to your records, you may contact the California Board of Accountancy at 2450 Venture Oaks Way, Suite 300, Sacramento CA 95833, by phone at (916) 263-3680, or by email at examinfo@cba.ca.gov.