What You Will Need Before You Apply:

- One 2”x2” passport style photo (jpeg format) See example.--->
- Government-issued identification (e.g., driver’s license, foreign passport)
- Debit or credit card to pay application, exam or license fees

Requirements:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Documentation Required</th>
<th>Educational Requirements</th>
<th>Work experience</th>
</tr>
</thead>
</table>
| CPA – Examination | 1. Official transcript (s) requested from institution sent to Board  
  2. Applicants educated outside of the United States must:  
    - Have the certified/original transcript(s) of their educational program evaluated by NASBA International Evaluation Services and forwarded to the Board; and  
    - Have completed a course in federal income taxes (minimum of 3 semester hours) at an accredited university or college in the United States.  
  3. Provide verification of experience—upload into application submit electronically  
    - NASBA experience verification report is accepted | - Holds a baccalaureate degree with a concentration in accounting conferred by a college or university recognized by the Board, or holds that which the Board determines to be substantially the equivalent thereof; or  
  (b) 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; and  
  - If graduated after 1/1/2000 must complete 150 semester hours of college education. If graduated before 1/1/2000, 120 credit hour degree will be accepted.  
*Note 1: Requires original transcript(s) to Board  
*Note 2: Completion of required accountancy coursework: minimum of 3 credit hours for each of the 5 pre-added areas below and additional coursework to total at least 27 credit hours:  
  1. Commercial (Business Law)  
  2. Financial Accounting | - Must have 2,000 hours of work experience in no less than 1 year and no more than 3 years.  
- 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.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Accounting and Accounting Related Subjects</strong></td>
<td>Finance and other accounting courses can be used to meet this requirement—12 credits required</td>
<td></td>
</tr>
</tbody>
</table>

** Request for official transcript(s) to be mailed or emailed to:
1. DC Board of Accountancy
   8100 Professional Place
   Suite 220
   Landover, MD 20785
   or
2. licensing@dcopla.com (Subject line must contain "DC Board of Accountancy")

---

**Ready to apply? Visit the Board of Accountancy website at:**

[https://www.dcopla.com/accountancy/](https://www.dcopla.com/accountancy/)

**NEW APPLICANTS - To begin your online application:**
1. Under “Licensing Services,” click on the link to the online portal.
2. Select Register under “New Individual Applicant” (Individual/Tradesperson License).
3. Complete the registration process and follow the prompts to create a new account.

**EXISTING LICENSEES – To access your online account:**
1. Under Licensing Services, click on the link to the online portal.
2. Under Login, click Forgot Your Password?
3. Enter your license number as your User ID (include letters and numbers with nospaces).
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to create a New Password.
6. Log In to the system using your license number and new password.
7. Scroll down to your license type and begin.

If you encounter any issues with the application process or have questions, please contact a customer service representative at 1-866-270-9817.