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>
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</thead>
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<tr>
<td>Certified Public Accountant Not to Practice – Examination</td>
<td>1. Official transcript(s) requested from institution 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 Have their credential evaluation 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.</td>
<td>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.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Note 1: Requires original transcript(s) to Board
*Note 2: Completion of required accountancy coursework: a 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
3. Auditing
4. Cost Accounting
5. Federal Income Taxes
   Other Accounting and Accounting Related Subjects

Finance and other accounting courses can be used to meet this requirement—12 credits required

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

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

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”
   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 email 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 the Board Administrator at (202) 899-3473.