

## How to Register for the CPA Exam in Michigan

The following information is intended to help guide you through the registration process.

### General Information:

- The American Institute of Certified Public Accountants (AICPA) develops the Uniform CPA Exam.
- The National Association of State Boards of Accountancy (NASBA) administers the application process via CPA Central.
- Prometric administers the exam.

To sit for the exam, a candidate must receive a Notice to Schedule (NTS) from NASBA and schedule the exam time with Prometric.

### General Requirements for Michigan:

- To be eligible for a NTS from NASBA, a candidate must meet the educational criteria for a baccalaureate degree and have earned credit for specific coursework, [NASBA CPA Exam Information](#)
- A candidate may take the exam prior to graduation however, the candidate must graduate within 60 days of taking the exam. To request this exception use the Certificate of Enrollment, ([Michigan Certificate of Enrollment Form](#)).
- A candidate must complete the 150 credit hour requirement before becoming a CPA,

### IF FIRST TIME REGISTRANT:

- To begin the process, you will have to set up an account with NASBA, [NASBA CPA Central](#).
  1. Select “Register” and follow the prompts.
  2. Complete all tabs of information.
  3. Submit your materials.
  4. To submit *additional* materials to NASBA by mail:
    - CPA Examination Services – MI
    - PO Box 198469
    - Nashville, TN 37219
- **TRANSCRIPTS** - All candidates are required to submit ALL collegiate transcripts. Transcripts must be sent from the college or university, directly to NASBA.
  - Central Michigan University uses the National Student Clearinghouse to facilitate transcript requests, [National Student Transcript Ordering Center](#).
  - CERTIFICATE OF ENROLLMENT. If you plan to take a section of the CPA exam before you graduate, you must submit a Certificate of Enrollment, [Michigan Certificate of Enrollment Form](#).
    - The applicant must complete “Part 1,” and the Registrar must complete “Part 2.” The CMU Registrar’s Office is located in Warriner Hall, Room 212.

- International Evaluation Reports:
  - Requirements by country, [NASBA International Requirement Information](#).
  - Application for an evaluation, [NASBA International Evaluation Services](#).
- Testing Accommodations Request Form, see NASBA Michigan Website or [Testing Accommodations Request Form](#).
- Once your application via CPA Central is complete and all your additional materials are received, you will be issued a Notice to Schedule (NTS) via email. You can now schedule your exam with Prometric.
  1. Go to [Prometric Scheduling Information](#).
  2. Select “Schedule My Test” and follow the prompts.
- On test day, make sure you bring the required documentation to the testing facility!
  - You will need to print and bring your NTS.
  - You will need a form of valid identification.

**IF REAPPLYING OR APPLYING FOR NEXT SECTION, start here:**

1. Go back to NASBA’s CPA Central, login with your username and password, and follow the prompts.
2. Once you have received your new NTS, schedule your exam with Prometric (see above).

**Exam and Content Information:**

The Candidate Bulletin includes important information, [The Candidate Bulletin](#).

The CPA Exam Blueprint describes the exam content, [Uniform CPA Examination Blueprints](#).

**Relevant Statutes and Regulations**

[State of Michigan Legislature Occupational Code Act 299 of 1980](#)

[State of Michigan LARA Accountancy General Rules](#)

**Other Websites:**

[American Institute of CPAs - CPA Exam FAQ](#)

[NASBA CPA Exam FAQ](#)

[NASBA CPA Exam Application Process FAQ](#)

[Prometric FAQ](#)

**BEST WISHES FOR SUCCESS!!!**