

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!!!