

STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANTS OF LOUISIANA
601 Poydras Street, Suite 1770
New Orleans, Louisiana 70130

**INFORMATION FOR APPLICANTS FOR TRANSFER OF GRADES
FOR A CPA CERTIFICATE**

Grades may be accepted from other states if a candidate for transfer of grades has met all the **requirements of Louisiana candidates** except for sitting for the examination in another state. He or she shall submit a completed Transfer of Grades application with official transcript(s). Verification must be on file from an officer of the state board from which he or she is transferring as to dates of taking the examination and grades made.

The applicant must have completed the applicable Louisiana educational requirements prior to sitting for the examination in the other state. An exception to this rule will be allowed for a bona fide resident of another state who took the examination in his or her state of residency, which did not have the 150 hour requirement at the time Louisiana's was in effect. Such applicants may complete their education requirements after sitting for the examination, but prior to applying for the transfer of grades. In addition, the applicant must have completed at least 120 days of residency in Louisiana within the year prior to applying for a transfer of grades.

Completed applications including transcript(s) should be filed with the Board's office thirty (30) days before a regularly scheduled Board meeting. Regularly scheduled meetings are usually held on the last working day of January, April, July, and October.

Experience

Applicants must present proof, documented in a form satisfactory to the Board, that he or she has obtained qualifying experience. At least **one year** of experience must be confirmed that was **within the four years** preceding the date of this application; involved the use of accounting, attest, management advisory, financial advisory, tax, or consulting skills; and, was supervised and verified by a licensee.

CONFIRMATION LETTERS FROM EMPLOYERS AND LICENSEES: Letters from employers and licensee supervisors must be written on company letterhead and signed by an immediate supervisor or one in a higher position. These letters must be original letters or statements, addressed to this Board. They must include the applicant's job titles with detailed descriptions of the experience; indicate the applicable employment and supervision dates (month, day, year); clearly explain the nature and extent of supervision by a CPA licensee; verify whether the employment was full-time or part-time; and, should also show number of people the applicant supervised in his/her position. For part time hours, documentation in the form of time sheets or payroll records must be provided.

Character references

- References should be from CPAs or substantial and representative business or professional individuals. They should **NOT** be submitted by the following individuals:
 - Relative of the applicant
 - Roommates
 - Students
 - College instructor unless they have had significant contact with the applicant outside the class room, **OR**
 - Person having a financial or business connection with the applicant (may not be present or former employers).
- References must be Louisiana residents.

O V E R

College transcripts - confirmation of education

- Official transcripts, signed by the registrar or other authority and bearing the seal of the college or university, are required to confirm all courses and the degree.
- Other than for correspondence courses at an accredited university, the Board does not recognize credit received for accounting and law courses passed by examination without class attendance.
- If using graduate level courses to qualify, the **graduate level courses** of the lesser number of hours in Intermediate Accounting may not be claimed unless the candidate has a Master's or more advanced degree.
- The 150 hours of college education requirement is applicable for first time candidates after 1996 and to re-exam candidates (those without unexpired conditional credit) after 1999.
- Candidates **who have not** taken their accounting courses in Louisiana **must** include a copy of the course description(s) of all accounting courses not clearly identified by titles listed below.

Required courses:

	<u>Undergraduate Semester Hours</u>	<u>Graduate Semester Hours</u>
Accounting courses (24 hours; or 21 grad. level)		
Intermediate	6	3
Cost	3	3
Income tax	3	3
Auditing	3	3
<u>Accounting electives:</u>	9	9
3 semester hours from one of the following:		
• Advanced financial accounting		
• Not-for-profit accounting/auditing		
• Theory		
6 semester hours in accounting above the basic and beyond the elementary level		
Business courses: (24 hours- other than accounting courses):	24	24
Including at least 3 semester hours in Commercial law, as it affects accountancy, for CPA examination candidates*		

- * 1. Any course that emphasizes consumer protection and the regulatory environment, is not recognized as equivalent to, nor does it satisfy, the specified **Commercial Law** requirement at either the undergraduate or graduate level.
2. Up to six semester hours for internship may be applied to the 150 hours requirement, but may not be used to meet the accounting or business courses requirement.
3. Standard conversion (4 quarter hours equals 3 semester hours) will be applied whenever a school is not on the semester basis.

Fees for transfer of grades and Louisiana certificate (license)

Submit \$125 (*payable to the State Board of CPAs of LA*) with the application, i.e., the transfer fee of \$25 plus the initial application fee of \$100. (Annual renewal fees for the certificate will be applicable in subsequent years.)

If you have questions, contact the Board's office at (504) 566-1244.

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