

# Checklist for CPA License in New York State

---

1. Be of good moral character ([www.op.nysed.gov](http://www.op.nysed.gov))
  2. Be at least 21 years of age ([www.op.nysed.gov](http://www.op.nysed.gov))
  3. Meet education requirements ([www.op.nysed.gov](http://www.op.nysed.gov))
    - a. The NYU Stern Bachelor of Science Business and Master of Science Certified Public Accounting program is registered with the New York State, Program Number 31891
    - b. "Effective August 1, 2009, New York will allow applicants who are required to meet the 150 semester hour education requirements for licensure to sit for the exam when they have completed 120 semester hours of course work, including one course in each of the four required accounting content areas: financial accounting and reporting; cost or management accounting, taxation; and auditing. The license, however, will not be issued until the applicant has met New York's 150 semester hour requirements"
  4. Register for the examination through NASBA ([www.nasba.org](http://www.nasba.org))
    - a. Submit the **Initial Application Form** with corresponding fees
      - i. Complete **Part 5 – Education** of the Initial Application Form as follows:
        - *I am applying for the Uniform CPA Examination on the basis of (check one):*
          - a.  *Completion of an accounting curriculum registered as a New York State Licensure Qualifying program by the NY State Education Department. Submit the Registered Program Form with an official transcript to CPA Examination Services.*
    - b. Submit the **Registered Program Form** for each degree
      - i. Submit the form to the NYU Registrar (25 W. 4<sup>th</sup> Street) for bachelor's degree verification - when requesting copy of your official undergraduate degree transcript
        - Candidates registering before obtaining the bachelor's degree need to request a second transcript upon completion of the degree
      - ii. Submit the form to the Stern Graduate Office of Records and Registration (44 W. 4<sup>th</sup> Street, Suite 6-100) for master's degree verification – when requesting copy of your official graduate degree transcript
        - Verification of the master's degree will be sent upon completion of the degree, only
5. Complete work experience requirements ([www.op.nysed.gov](http://www.op.nysed.gov))
6. Apply for the CPA License through the New York State ([www.op.nysed.gov](http://www.op.nysed.gov))
  - a. Submit the **Application for Licensure & First Registration Form** with the application fee ([www.op.nysed.gov](http://www.op.nysed.gov))
    - i. Candidates may submit the CPA License application at any time, regardless of completing all 5 previous steps
    - ii. The application remains on file for 10 years to enable completion of all 5 previous steps