

TEXAS STATE BOARD OF PUBLIC ACCOUNTANCY

William Treacy, Executive Director
(512) 305-7851
FAX (512) 305-7875

505 E. Huntland Drive, Suite 380
Austin, TX 78752-3757
www.tsbpa.texas.gov

ALL ITEMS MARKED WITH
AN "X" MUST BE SUBMITTED

APPLICATION OF INTENT
CHECKLIST

Applicants who want their education and background investigation requirements evaluated to take the Uniform Certified Public Accountant Examination must submit the following items:

- Application of Intent
- Check or money order for \$20 in U.S. dollars made payable to the Texas State Board of Public Accountancy. (APPLICATION FEE IS NON-REFUNDABLE.) **DO NOT SEND CASH.**
- Veterans - Photocopy of an active military ID, state-issued driver's license with a veteran designation or DD214.
- Official transcripts from all colleges and universities attended. Electronic transcripts may be submitted from the educational institution to the Board. Submit to transcripts@tsbpa.texas.gov.
- Photograph
- A photocopy of a government-issued identification document (State-issued driver's license, state identification card, or current U.S. or foreign passport.)
- A photocopy of your U.S. Social Security Card
- Authorization and Release form
- Electronic fingerprinting
- Official police clearance document for international applicants (See Background Investigation for explanation.)
- * ADA document packet if requesting ADA accommodations on the CPA Examination (See *Request for Testing Accommodations* for information.)
*An applicant claiming a disability that requires testing accommodations, aids, services, or additional time to complete the examination must submit a request and all supporting documentation in conjunction with the filing of the request. Go to <https://www.tsbpa.texas.gov/forms/ada-testing-accommodations.html> for instructions and forms.
- ** Background Statement form (if required)
**If you responded YES to question #1 or #2 under the Affidavit of Applicant, you are required to submit a Background Statement. Go to <http://www.tsbpa.state.tx.us/pdf/x0030.pdf> to complete the form.

APPLICATION OF INTENT
PROCESS INFORMATION

Additional information can be found on the Board's website under *Application of Intent Process*. The information contains statutory requirements, Board Rules, and frequently asked questions.

**FORMS LISTED BELOW CANNOT
BE PRINTED FROM OUR WEBSITE.**

**CALL (512) 305-7851 OR EMAIL US AT
exam@tsbpa.texas.gov
TO REQUEST FORMS.**

REQUEST FOR EVALUATION OF
INTERNATIONAL CREDENTIALS

Applicants who attended a college or university outside of the United States may need to have their international credentials evaluated.

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SAMPLE ONLY

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APPLICATION OF INTENT

REFER TO THE INSTRUCTIONS AND CHECK LIST

NOTE: THIS APPLICATION EXPIRES TWO YEARS FROM THE DATE OF SUBMISSION

CONSIDER THIS APPLICATION UNDER THE FOLLOWING CONDITIONS

CHECK ONE ONLY

- Evaluation of Education (\$20)
- Transfer of Credit Earned from the CPA Exam (\$100)
- U.S. Veteran - Exempt (See Instructions)
- Waiver of Fee (See Instructions)

Application must be accompanied by check or money order in U.S. dollars. DO NOT SEND CASH.

Do NOT send payment.

TAPE PHOTO HERE

Do not staple.

Refer to **Application of Intent Instructions** for additional information.

*MUST BE A FRONT FACING PASSPORT SIZE PHOTO. PURCHASE AT CVS, WALGREENS, ETC.

PERSONAL INFORMATION

(PROVIDED TO NATIONAL CANDIDATE DATABASE)

Social Security Number 123-45-6789 TSBPA Control # (if assigned) _____

Legal Name Last Doe First Jane

Middle Mary Suffix _____ Other Names You've Used _____

GOVERNMENT-ISSUED IDENTIFICATION (Type of Document Submitted): (Check One) *CHOOSE BEST DOCUMENT FOR YOU

- Driver's License
- Identification Card
- U.S. Passport
- Foreign Passport

Name as it appears on government-issued identification document Jane Mary Doe

Primary Mailing Address

Address Line 1 123 Main Street

Address Line 2 _____

City Tyler State TX Zip 75701

Province _____ Country _____

Primary Phone 903-123-4567 Secondary Phone _____

Email Jane.doe@uttyler.edu

HOW WOULD YOU LIKE TO RECEIVE COMMUNICATION FROM THE BOARD?

- Email
- U.S. Mail
- Telephone

*QUICKEST METHOD

SEX: Male Female Date of Birth: Month January Day 01 Year 2002

1. Indicate semester YOU plan to graduate.
2. Indicate the total hours YOU have completed based on your transcript(s).
3. Indicate the total accounting hours YOU have completed.
4. Indicate the total related business hours YOU have completed.
5. Indicate the semester YOU plan to graduate.
6. Indicate the accounting courses that meet Category 1 YOU have taken or will complete prior to sitting for the exam. Refer to “CPA Accepted Courses” for a list of courses at UTT that meet the Boards definition of Category 1 accounting courses.
7. Indicate the accounting courses that meet Category 2 YOU have taken or will complete prior to sitting for the exam. Refer to “CPA Accepted Courses” for a list of courses at UTT that meet the Boards definition of Category 2 accounting courses.
8. Indicate the total accounting hours you have completed or will complete at the time of application submission. Minimum hours required: 21
NOTE: If you are currently enrolled in a class you are listing, put the hours in parentheses (3) to indicate the course is not yet completed.
9. Indicate the related business classes YOU have completed, including:
 - Business Law
 - Economics
 - Management
 - Business Communications
 - Statistics and Quantitative Methods
 - Finance and financial planning
 - Information Systems or Technology
 - Data Analytics
10. Indicate the total related business hours have completed at the time of application. Minimum hours required: 24
NOTE: If you are currently enrolled in a class you are listing, put the hours in parentheses (3) to indicate the course is not yet completed.

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APPLICATION OF INTENT

Name Jane Mary Doe Social Security Number 123-45-6789

BUSINESS INFORMATION, IF EMPLOYED (NOT PROVIDED TO THE NATIONAL CANDIDATE DATABASE)

Employer's Name

AFFIDAVIT OF APPLICANT

Initial

- Yes No JD Have you ever been arrested or charged with a crime by any state or local government or by the federal government? If "YES," complete and submit a Background Statement form. Misdemeanors should be included. You are not required to report criminal records that have been expunged or sealed by an order of the court. You are required to report criminal records subject to a non-disclosure order.
- Yes No JD Have you ever been convicted or placed on deferred adjudication for a felony or a misdemeanor crime by any state or local government or by the federal government? If "YES," complete and submit a Background Statement form. Misdemeanors should be included. You are not required to report criminal records that have been expunged or sealed by an order of the court. You are required to report criminal records subject to a non-disclosure order.
- Yes No JD Do you currently reside, or have you resided for any part of the last two years, outside the United States or its territories? If "YES," you must provide a certificate indicating a lack of a history of dishonest or felonious acts from your country of residence. (See Background Investigation for further information.)
- Yes No JD I am requesting testing accommodations under the Americans with Disabilities Act of 1990.
- Yes No JD Do you presently hold a professional license of any type in any state?
- Yes No JD Have you ever been denied, revoked, or suspended from holding any type of professional license in any state?
- Yes No JD Have you ever applied to take the Uniform CPA Examination in the state of Texas?
- Yes No JD Have you ever applied to take the Uniform CPA Examination in any state? (If "YES," indicate in which state.)
- Yes No JD Have you answered all questions truthfully and provided accurate information on each page of the Application of Intent and on all supporting documents to the best of your knowledge?
- Yes No JD I acknowledge that by submitting the Application of Intent I am subject to the Public Accountancy Act (Chapter 901 of the Occupations Code), the Texas State Board of Public Accountancy Rules of Professional Conduct, and all other rules promulgated by the Board. Any violations of the Act or its rules prior to licensure could be cause by the Board to take disciplinary action against a candidate, a certificate holder, or deny the issuance of a certificate.

I authorize the Texas State Board of Public Accountancy to share information about me with the National Association of State Boards of Accountancy for the sole and specific purpose of maintaining the National Candidate Database.

I swear or affirm that the information contained in this Application of Intent to be accurate and complete to the best of my knowledge. I also acknowledge that any falsification of a government record is subject to criminal penalties.

Remember to sign this document after printing. Application cannot be processed without signature.

Signature Jane Doe

Date 03-10-2025

11. Even if you have signed with a firm, you are not officially employed by them and are not required to complete this section.
12. Answer these questions appropriate for YOU.
13. If you were 17 or older at the time of arrest, say YES. You are NOT required to report criminal records that have been expunged or sealed. You MUST report criminal records subject to non-disclosure.
14. Most likely, the sample shows the answers as appropriate to you, but please answer them as they fit YOU.
15. If you completed a study abroad, that is not considered “residing outside the United States.”