

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

APPLICATION OF INTENT  
CHECKLIST

ALL ITEMS MARKED WITH  
AN "X" MUST BE SUBMITTED

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](mailto: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](mailto: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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### 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, POSTAL PLUS, ETC.

#### PERSONAL INFORMATION (PROVIDED TO NATIONAL CANDIDATE DATABASE)

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

Legal Name Last Scott First Lucas

Middle Nathan 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 Lucas Nathan Scott

#### Primary Mailing Address

Address Line 1 123 Main Street

Address Line 2 \_\_\_\_\_

City Midland State TX Zip 79707

Province \_\_\_\_\_ Country United States

Primary Phone 432-123-4567 Secondary Phone \_\_\_\_\_

Email lucas.nathan@utpb.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 2000

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APPLICATION OF INTENT

Name Lucas Nathan Scott Social Security Number 123-45-6789

**EDUCATION** Attach transcripts from each college or university attended and list below. See instructions. (Use additional sheets if needed.)

Highest Degree Earned BBA (May 2024) <sup>\*1</sup> Total Semester Hours Completed 108 <sup>\*2</sup> Semester Hrs Completed in Accounting 21 <sup>\*3</sup> Semester Hrs Completed in Related Business 24 <sup>\*4</sup>

FICE COLLEGE CODE	NAME AND ADDRESS OF COLLEGE / UNIVERSITY	DATES ATTENDED				DEGREE	GRADUATION DATE <sup>*5</sup>	
		FROM MO	FROM YR	TO MO	TO YR		DATE	DATE
009930	University of Texas - Permian Basin	08	2020	12	2023	BBA	05	2024

See Instruction Sheet for acceptable courses. QUARTER HOURS convert by 2/3 to semester hours. DO NOT ROUND UP.

\*6 ACCOUNTING COURSES COMPLETED

COURSE NO.	ACCOUNTING COURSE TITLE	COLLEGE OR UNIVERSITY	SEM. HRS OR EQUIV
1	ACCT 3301 Intermediate Accounting I	University of Texas - Permian Basin	3
2	ACCT 3302 Intermediate Accounting II	University of Texas - Permian Basin	3
3	ACCT 3303 Cost Accounting Principles	University of Texas - Permian Basin	3
4	ACCT 3305 Federal Income Tax	University of Texas - Permian Basin	3
5	ACCT 3333 Information Systems Fundamentals	University of Texas - Permian Basin	3
6	ACCT 4304 Governmental and Not for Profit Accounting	University of Texas - Permian Basin	3
7	ACCT4310 Oil & Gas Accounting	University of Texas - Permian Basin	3
TOTAL COMPLETED SEMESTER HRS OF ACCOUNTING COURSES			<u>21</u> <sup>*7</sup>

Required 2 semester credit hours of Accounting Research and Analysis courses:

Course No. <u>4314</u>	Course Title <u>Accounting Research</u>	College/Univ <u>University of Texas - Permian Basin</u>	Sem. Hrs <u>(3)</u> <sup>*8</sup>
Course No. _____	Course Title _____	College/Univ _____	Sem. Hrs _____

\*9 RELATED BUSINESS COURSES COMPLETED

COURSE NO.	COURSE TITLE	COLLEGE OR UNIVERSITY	SEM. HRS OR EQUIV
1	BUSI 3311 Business Communications	University of Texas - Permian Basin	3
2	BUSI 3324 Business and the Law	University of Texas - Permian Basin	3
3	MNGT 3340 Production Operations Management	University of Texas - Permian Basin	3
4	MRKT 3300 Principles of Marketing	University of Texas - Permian Basin	3
5	FINA 3320 Principles of Finance	University of Texas - Permian Basin	3
6	MNGT 4375 Strategic Management	University of Texas - Permian Basin	3
7	FINA 4320 International Finance	University of Texas - Permian Basin	3
8	ECON 2301 Principles of Macroeconomics	University of Texas - Permian Basin	3
TOTAL COMPLETED SEMESTER HRS OF RELATED BUSINESS COURSES			<u>24</u> <sup>*10</sup>

Required 2 semester credit hours of Business/Accounting Communications courses:

Course No. <u>BUSI 3311</u>	Course Title <u>Business Communications</u>	College/Univ <u>University of Texas - Permian Basin</u>	Sem. Hrs <u>3</u>
Course No. _____	Course Title _____	College/Univ _____	Sem. Hrs _____

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. **Note:** if your graduation semester is not available in the drop-down box, and it most likely will not be available, handwrite it in neatly after you print the app
6. Indicate the upper division accounting courses **YOU** have taken or will complete prior to sitting for the exam. Refer to “CPA Accepted Courses” for a list of courses at UTPB that meet the Boards definition of upper division accounting courses.
7. Indicate the total accounting hours you have **completed** at the time of application submission.  
Minimum hours required: 21
8. 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:
  - Finance (FINA)
  - Management (MGMT)
  - Information Systems or Technology
  - Business Law
  - Economics (ECON - any college level course will count as upper division)
  - Statistics and Quantitative Methods (any college level course will count as upper division)
  - Marketing (MKTG)
  - Business Communication
10. Indicate the total related business hours have completed at the time of application.  
Minimum hours required: 24

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APPLICATION OF INTENT

Name Lucas Nathan Scott Social Security Number 123-45-6789

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

Employer's Name \*11

\*12 AFFIDAVIT OF APPLICANT

Initial

\*13 Yes No LS 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.

\*14 Yes No LS 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.

\*15 Yes No LS 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 LS I am requesting testing accommodations under the Americans with Disabilities Act of 1990.

Yes No LS Do you presently hold a professional license of any type in any state?

Yes No LS Have you ever been denied, revoked, or suspended from holding any type of professional license in any state?

Yes No LS Have you ever applied to take the Uniform CPA Examination in the state of Texas?

Yes No LS Have you ever applied to take the Uniform CPA Examination in any state? (If "YES," indicate in which state.)

Yes No LS 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 LS 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 Lucas Scott

Date 02/01/2024

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.”