

Applying for a Section(s) of the Examination

(Submitting the Candidate Exam Application)

1. Navigate to https://oklahoma.gov/oab.html

2. Click on "DISCOVER HERE"



3. Click on "See More" on the Applicant Portal.



4. Log into the portal with your username and password. If you have forgotten your password, use the "Forgot Password" function.

OKLAHOMA Accountancy Board	Application Portal
	▲
	Sign In Forgot Password
	New User? Apply now



5. Once logged into your Dashboard click on "Start New Application"

Online Applications					
Welcome Examination Dashboard Invoices & Receipts	Welcome	anakiina wiiti the Aldahama Assauntancu Basa	red. Please follow the stars by	den instructions to complete your ope	Sodiar Vauvill ka bla ka sup your aparata
Account Settings	and return to it later. For assistance, please contact	us at (405) 521-2397 or email okaccybd@c	pab.ok.gov.	-step instructions to complete your app	nication, rou will be able to save your progress
	Application Number	Application Type	Application Status	Submitted Date	
	7914	Qualification Application for Eligibility	Approved	06/08/2023	Review
	Start New Application)			

- 6. From the "Applying For" dropdown menu select "Certified Public Accountant (CPA) or Public Accountant (PA)"
- 7. You will now see the Candidate Exam Application. Click "Select this Application"

Welcome	
Examination Dashboard	Application Type
Invoices & Receipts Account Settings	Note: Please select the type of application you are applying for.
	Warning: Once an application type has been made, changing to another application type will result in previous information being reset.
1 Application Type	Applying For: Certified Public Accountant (CPA) or Public Accountant (PA)
2 Application Instructions	
3 Personal Information	Candidate Exam Application
4 Attestation	Apply to aff for a section(c) of the CPA examination.
5 Payment	Select this Application >
6 Submitted	

8. Please read over the instructions before proceeding to the rest of the application. Click "Save & Continue"

Welcome	
Examination Dashboard	Application Instructions
Invoices & Receipts	
Account Settings	Important Please read the following application instructions closely.
	Instructions for Candidate Exam Application
	Application Fee. A \$75.00 application fee is due with each application, regardless of the number of sections for which you have applied.
Application Type: Candidate Exam Application Application Instructions	Sections. Indicate the section(s) for which you are applying You can select between one (1) and four (4) sections. You will receive a separate NTS for each section you select. Upon your first exam application NASBA will send an email prompting you to set up an account on their website using information contained in your initial candidary approval email. NASBA will then send you a notification that your payment coupon for the fees required by NASBA, the American Institute of Certified Public Accountaris (AICPA) and Prometric is ready to access. (All of the test section fees are paid directly to NASBA, The PC will only be valid for ninet/ (90) days following its issuance. Once you have paid NASBA in full, they will send another notification informing you that your NTS is ready. At this point you can schedule both the time and place of your examination. The NTS will expire six (8) months following the date it was issued. You
3 Personal Information	must indicate your preference for receiving the coupon and NTS.
4 CPA/PA Examination 5 ADA Request for Special Accommodations	IMPORTANT: Do NOT apply for all four sections unless you are ready to sit for all of them within the 180 day window. If you select all four sections, but didn't mean to or you changed your mind, the payment coupon (PC) must expire (90 days) before you can reapply for that section again. Payment coupons cannot be cancelled once the OAB has submitted it to NASBA. Also, the notice to schedule (NTS) is valid for 180 days (6 months). If you do not sit for all sections on the notice to schedule before it expires you will forfeit those fees.
6 Declarations	Candidates are highly encouraged to read the CPA Candidate Bulletin for information regarding scheduling, re-scheduling, cancellations, and no-show policies.
7 Attestation	Documents to be Submitted
8 Payment	The following documents will be required to be uploaded to complete and submit in this application. You must upload a high quality image or PDF.
9 Submitted	Special Accommodations - If you have a disability according to the Americans with Disabilities Act, you must submit supporting documentation of your diagnosis from a doctor for the initial accommodation approval. Every application submitted after initial approval does not need additional documentation. You must submit the ADA Form every time an examination application is submitted to the OAB
	Declarations - You will be asked to upload additional documentation relating to any "yes" responses in the Declaration section of this application.
	Product

9. Make sure your personal information is correct. Click "Save & Continue"

Welcome		
Examination Dashboard	Personal Information	
Invoices & Receipts Account Settings	Note: All information with a * is required information.	
	Mailing Address	
Application Type: Candidate Exam Application	Street Address *	
Application Instructions Personal Information	Street Address 2	
4 CPA/PA Examination	City 🕈	Ciklahoma City
5 ADA Request for Special Accommodations 6 Declarations	Country *	United States of America ~
7 Attestation	State / Province *	
8 Payment 9 Submitted	ZIP Code *	73112
	Contact Information	
	Daytime Telephone 🍍	
	Home Telephone	
	Primary E-mail *	
		 Your e-mail address will be used for communications with the Board, which may include personal and confidential information. Your email address must be private and accessible only by you.
		Itote: The email address you enter here will become your Login ID.
	< Previous	Save & Continue >

10. Select the section(s) you want to sit for within the next six (6) months. Select whether you want your PC or NTS through USPS or E-mail. Click "Save & Continue"

Examination Dashboard	CPA/PA Examination		
Invoices & Receipts Account Settings	Note: All information with a * is required information. If the exam section is disabled, it means that the exam section	on is currently in progress. You can re-apply for an exam section once the re-	suits are transmitted by NASBA.
	I am applying for the following sections? *	AUDIT	□ FARE
Application Type: Candidate Exam Application		D BEC	REG
Application Instructions	Instruct NASBA to send the Payment Coupon and NTS by? *	O US Mail	O E-mail
Personal Information CPA/PA Examination	Upon passing the CPA/PA examination, the Board may include my name, sch candidates it sends to my college(s) or University(les)? *	tool, and degree in the list of successful O Yes	O No
ADA Request for Special Accommodations			
Declarations			
Attestation	< Previous		Save & Continue >
Payment			
Submitted			

11. Select whether you need ADA Accommodations. If you select "Yes" you will be prompted to explain your need for the accommodation, select the accommodations from a list and upload diagnosis documentation from your doctor. Initial ADA Accommodation requests will require Director approval. Click "Save & Continue"

Welcome Examination Dashboard Invoices & Roceipts Account Settings	ADA Request for Special Accommodations Note: All information with a * is required information.	
Candidate Exam Application Candidate Exam Application Application Instructions Personal Information CAUVA Examination ADA Request for Special Accommodations Declarations	O Set O No Set O No Control of the set of	Save & Continue >
 7 Attestation 8 Payment 9 Submitted 		

12. Read the four (4) declarations and select the appropriate answer. Do not select "Yes" if you have already reported a previous arrest to the Board in a pas application. Click "Save & Continue"

Online Applications		
Welcome Examination Dashboard Invalces & Receipts Account Settings	Declarations Note All information with a * is required information.	
Application Type: Cardidate Exam Application Application Instructions Personal Information CRAPA Examination	 Have any of the following events even occurred that have not been previously reported to the OAB: (1) have you been analysis with a crime or are any charges against you pending at this time; (2) have you been danges during or notic contenterier to any charges); (4) have you been convicted of a crime? ● 	○ Yes ● No
ADA Request for Special Accommodations Declarations	< Previous	Save & Continue >
r russeauron 8 Payment 9 Submitted		

13. Read the attestation bullet points and tick the box if you agree. Click "Save & Continue"

Online Applications	
Welcome Examination Dashboard Invoices & Receipts Account Settings	Attestation All information with e * is required information.
Application Type: Candidate Exam Application Application Instructions Personal Information CPA:9A Examination ADA Request for Special Accommodations Declarations Addatations	By tooke this tox, I agree to the following statements. I here certify that I have not the following statements. I have not within y omitted or suppressed any information which might have a bearing on the application. I agree to comply with the uniform procedures govering the confidentiality of the Notahone Administrative Code and will hereafter camply with the provisions thereof. I agree to comply with the uniform procedures govering the confidentiality of the nondiscidesed examination. I understand that if I am a party to any breach of confidentiality or examination socurity if will be subject to action by the Board which may affect my status as an examination candidate. I advectore the Board to Isabers to the National Association of State Boards of Accountancy (NASBA) such information as is necessary for my inclusion in the National Candidate Database, including but not limited to Social Security Number and examination screets. Understand that the Board's liability for any loss or claim resulting from the administration of the examination of the current examination for examination for examination of the Professional Code of Conduct.
Payment Submitted	Previous

14. Enter your credit card number and click "Process Payment"

Examination Dashboard	Fee Breakdown			
Invoices & Receipts Account Settings	Invoice Item			Amount
	Exam Application Fee			\$75.00
Application Type: Candidate Exam Application	Total			\$75.00
Application Instructions	Method of Payment			
Personal Information CPA/PA Examination	Please select method of payment.			
ADA Request for Special Accommodations	Method of Payment *	Credit Card		. v.
Declarations Attestation Payment Submitted	Credit Card Payment. Accepted Payment Methods: MasterCard, Visa and Discove Enter the required information in the following fields and clic	r Process Payment to complete your payment. Your fees will be proces	sed securely online.	
	Amount Due	\$75.00		
	Cardholder Name *			
	Credit Card Number *			
	Expiration Date *	January	~ 2023	(M
	Expiration Date *	January	× 2023	· · ·
	Expiration Date * Recently Code (3 digits on back of card) * Important Please make sure through the Encodes Paym	January	credit card payment. Thank you for your patience.	· ·

15. Your application is now submitted. Please allow 24-48 hours before you receive your PC from NASBA.

Online Applications	
Welcome Examination Dashboard Invoices & Receipts Account Settings	Submitted Thank you for completing your application. The OAB will only start processing your application once all the requirements have been met. If you have questions about your application, you may call us at 465.521.2397 or email us at 465.521.000 or email us a
	To view the status of your application, please refer to the Welcome section. To view your payments, please refer to the invoices & Receipts section.

Additional Information:

- If this is your first application since establishing eligibility, you will need your Jurisdiction ID to set up your NASBA account. This can be found in your OAB Qualification Application for Eligibility Approval email. If your email does not contain this number, please call the Board.
- NASBA will issue the payment coupon (PC) and subsequent Notice to Schedule (NTS).
- PCs are valid for 90 days
- NTSs are valid for 180 days
- If you fail an exam, you must repeat the process above to reapply for any section.
- Exam section costs can be found on the OAB website at www.oklahoma.gov/oab
- The last day to apply for BEC with the OAB is November 12th. The last day to test for BEC is December 15th. If you apply for BEC on November 12th, make sure to pay the PC and print out the NTS within your NASBA account by midnight on November 14th. Otherwise, you will not be able to sit for BEC. You will have to pay the PC as soon as it is available to ensure you receive your NTS in time.

