

I. QUALIFICATIONS FOR TAKING THE CPA EXAM IN MICHIGAN

- A. Educational requirements include:
1. A baccalaureate degree.
 2. 24 Semester hours (or 36 quarter hours) in Accounting, including a course in **Auditing**, plus 24 semester hours (or 36 quarter hours) in General Business subjects.
 - a. The General Business requirements may include courses in Economics, Finance, Business Law, Ethics, Management, Taxation, Statistics, and Business Policy.
 - b. In addition to **Auditing**, the Accounting courses **must** include study of **Financial Accounting, Fund Accounting, Cost Accounting, American Taxation, and Accounting Systems**. The Fund Accounting requirement is usually earned within an "Advanced Accounting" class. The other specific accounting requirements must be a distinct and separate course (at least one credit) appearing on your transcript.

Note: Candidates may take the CPA Exam prior to earning 150 credits needed to earn the CPA license in Michigan.

- B. Application rules for the Exam include:
1. You must use the official Initial Application, which can be obtained from CPA EXAMINATION SERVICES (1.800.CPA.EXAM) or www.nasba.org
 - a. Click on Exam (CPA Exam)
 - b. Click CPA Exam
 - c. Click on Michigan on the US Map
 - d. Click on First-Time Applicant
 2. Re-examination candidates must register by phone or online.
 3. Use a certified check or money order.
 4. Official transcripts must be sent (usually by your educational institution). If you attended more than one school, you must send transcripts from any school where you earned credits required by the Board of Accountancy.
 5. You may mail the application and payment in advance of transcripts. You may register for the Exam in your final semester of completing the academic requirements. Send your transcripts plus the "Certificate of Enrollment" form with the Initial Application. You must send an additional set of transcripts after all academic requirements have been completed and posted.
 6. The earliest you may sit for an Exam section is 30 days before completing the educational requirements. Use the "Certificate of Enrollment" described in #5 above.

II. REQUIREMENTS FOR THE CPA LICENSE

Candidates must meet three requirements before applying for a CPA license:

1. Completion of the CPA Exam
2. 150 semester credits of college/university level education. These 150 credits include:
 - 30 hours of accounting and tax (not more than 6 hours of tax)
 - 39 hours of other business topics, including a course in at least 5 of the following areas:

Business law	Marketing	Finance
Economics	Taxation	Management
Ethics	Statistics	Business Policy

Accounting and tax credits beyond the required 30 credits may be applied to this 39 hour requirement.
 - 81 hours of unspecified subjects

Note: The specific course topics and the 30/39 hour requirement listed above do not apply if the candidate has earned a master's degree in accounting or an MBA with at least 12 semester hours of graduate level accounting.

3. One year (2,000 hours) of qualifying experience. The experience may be earned part-time, but 2,000 hours must be earned. Experience must be with a public accounting firm, supervised by a licensed CPA. The Board requires participation on at least one financial audit. Other government audit positions, such as employment as an IRS Tax Agent or in the office of the State Auditor General, may suffice.

Once you pass the Exam, there is no specified time limit in which to earn qualifying experience. Part-time work and experience earned as an "intern" may qualify; it is reviewed on a case-by-case basis and is counted hour-by-hour in meeting the 2,000 hour requirement. The one year (2,000 hours) must be obtained in a period no less than 1 year and no more than 5 years.

Note: All inquiries concerning this issue should be directed to the Michigan State Board of Accountancy, PO Box 30018, Lansing, MI 48909-7518. Attention: Board of Accountancy.
Phone: 517.241.8205, Fax: 517.373.2162
Web Site: www.michigan.gov/accountancy or www.nasba.org

III. CPA EXAM SITES

- A. The computerized Exam is administrated by Prometric test centers (Sylvan Learning Center). Currently, Prometric sites in Michigan include:
 - Ann Arbor, Grand Rapids, Lansing, Livonia, Sault Ste Marie, and Troy.
- B. It is possible to sit for the Exam at another state's Prometric location and still be a Michigan candidate (or sit for the Exam in Michigan as another state's candidate). Contact the appropriate state board.