

Education Self-Evaluation Worksheet Virginia Board of Accountancy (VBOA)

Print Name _____

Email Address _____

The VBOA has developed a resource to assist candidates in evaluating if the education requirements needed to qualify for the CPA Exam are being met:

Note: An education evaluation firm approved by the VBOA must evaluate a degree or coursework earned from non-accredited or international institutions to determine equivalency with Virginia education requirements (as explained in the Education Handbook). If the evaluation combines the total hours in accounting and/or business courses, enter those totals on one line in the appropriate section below.

1. Have you completed a total of at least 120 semester (180 quarter) hours of combined education at all of the institutions which you attended?

Yes No

If you answered "No" to #1, you must complete the required number of semester hours (or equivalent) prior to applying to take the CPA Exam.

2. Have you completed a baccalaureate or higher degree (any field of study)?

Yes No

If you answered "No" to #2, you must obtain a baccalaureate or higher degree from an accredited institution (or equivalent) prior to applying to take the CPA Exam.

3. Accounting Courses: On a separate line below, enter each course which you completed and the associated academic credits received. Principles or introductory accounting courses may not be included. The course number or name does not dictate whether a course is considered a principles or introductory accounting course. Lines 1-4 are required courses.

Line	Institution	Accounting Course Number / Title	Semester Hours	Quarter Hours
1		Financial*:		
2		Auditing:		
3		Taxation:		
4		Cost or Managerial:		
5				
6				
7				
8				
9				
10				
11				
12				
13	Sub-total (Sum Lines 1-12 in both columns)			
14	Divide the total # of Quarter Hours by 1.5 and enter in the Semester Hours column			
15	Total Semester Hours (Line 13 plus 14) **			

*Intermediate Accounting meets this requirement.

**For a candidate to be qualified to take the CPA Exam in Virginia eligible accounting courses must equal at least 24 semester hours.

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4. Business Courses: On a separate line below, enter each course which you completed and the associated academic credits received. No more than 6 semester hours of accounting courses (excluding principles or introductory accounting courses) can be considered. Courses already listed under Item 3. Accounting Courses cannot be listed as Business Courses.

Line	Institution	Business Course Number / Title	Semester Hours	Quarter Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	Sub-total (Sum Lines 1-12 in both columns)			
14	Divide the total # of Quarter Hours by 1.5 and enter in the Semester Hours column			
15	Total Semester Hours (Line 13 plus 14) ***			

***For a candidate to be qualified to take the CPA Exam in Virginia eligible business courses must equal at least 24 semester hours.

Request for VBOA Pre-Evaluation Service.

Candidates are encouraged to use this form to evaluate the education needed to qualify for the CPA Exam. The VBOA provides a pre-evaluation service to candidates, upon request. The pre-evaluation of transcripts (official or unofficial) is provided to the candidate free-of-charge. Pre-evaluations are advisory in nature and are not a final determination of eligibility. A pre-evaluation allows a candidate to correct academic deficiencies (if so determined) prior to submitting the initial application for the CPA Exam. Pre-evaluations are valid only for the current requirements as mandated by the VBOA. Should the requirements change prior to final application and acceptance, the pre-evaluation will be considered null and void. Pre-evaluations are based solely on the information provided by the candidate. Should the information prove to be inaccurate in any way, the pre-evaluation will not be valid. The pre-evaluation service provided by the VBOA may take up to 2 weeks (10 business days).

Fax or mail a request for the pre-evaluation service, along with the unofficial transcripts, to the [VBOA](#). Do NOT email transcripts. The VBOA is not responsible for sensitive information transmitted electronically.