

## Coursework Form - Certified Public Accountant

Access this form via website at: [hawaii.gov/dcca/pvl](http://hawaii.gov/dcca/pvl)

**Instructions for completing the "Coursework Form":**

- 1) If you passed the Uniform CPA Examination on or before December 31, 2000, or earned conditional credits prior to December 31, 2000 and subsequently passed the examination before those conditional credits expired, **complete Part A.**
- 2) If you passed the exam after December 31, 2000, **complete Part B.**
- 3) All applicants must complete Part C.**
- 4) Each course listed below must be highlighted on your transcript and can only be listed once.
- 5) Attach your official transcript from the college(s) and university(ies) at which you earned educational credits. The transcript must have the official seal of the educational institution.
- 6) Indicate educational hours in semester (S) hours or in quarter (Q) hours.

**Name of Applicant:** \_\_\_\_\_

**Please complete A and C or B and C as applicable**

<b>PART A:</b>					
<b>Accounting/Auditing Courses</b>					
<b>(Minimum 18 semester or 27 quarter hours of upper division or graduate level coursework)</b>					
Educational Institution	Course Number	Course Title	# Hours	S or Q	"X" if Upper Div./Grad

Accounting/Auditing Coursework      **Total** \_\_\_\_\_ (min 18 semester or 27 quarter hrs)

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This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Business-Related Courses (Post-Baccalaureate) OR 30 months public accounting practice (Minimum 30 semester or 45 quarter hours of upper division or graduate level coursework)</b>					
Educational Institution	Course Number	Course Title	# Hours	S or Q	"X" if Post-Baccalaureate

Business-Related Coursework      **Total** \_\_\_\_\_ (min 30 semester or 45 quarter hrs)

**PART B:**

**Accounting/Auditing Courses  
(Minimum 24 semester or 36 quarter hours within which 18 semester or 27 quarter hours are of upper division or graduate level coursework)**

Educational Institution	Course Number	Course Title	# Hours	S or Q	"X" if Upper Div./Grad

Accounting/Auditing Coursework      **Total** \_\_\_\_\_ (min 24 semester or 36 quarter hrs)

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Business-Related Courses**  
**(Minimum 24 semester or 36 quarter hours of upper division or graduate level coursework)**

Educational Institution	Course Number	Course Title	# Hours	S or Q	"X" if Upper Div./Grad

Business-Related Coursework **Total** \_\_\_\_\_ (min 24 semester or 36 quarter hrs)

**PART C:**

**TOTAL COLLEGE SEMESTER HOURS EARNED:**

Educational Institution	Degree Earned (if no degree-state "None")	Total # of Hours	S or Q

**Total** \_\_\_\_\_

**Note:** Minimum of 150 total semester or 225 quarter hours of college education is required if you are qualifying under Part B.