

Coursework Form - Certified Public Accountant

Access this form via website at: hawaii.gov/dcca/pvl

Instructions for completing the "Coursework Form":

- 1) If you are using additional twelve months of professional experience in the practice of public accountancy in lieu of thirty additional semester hours from a baccalaureate degree, **complete Part A (120 S credits).**
- 2) If you have not completed an additional twelve months of professional experience in the practice of public accountancy in addition to the two years of professional experience, **complete Part B (150 S credits).**
- 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.
- 7) Foreign transcripts must be evaluated by the National Association of State Boards of Accountancy (NASBA) International Evaluation Services (NIES).

Name of Applicant: _____

Please complete A and C or B and C as applicable

PART A:

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)

(CONTINUED ON PAGE 2)

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: _____

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 Post-Baccalaureate

Business-Related Coursework

Total _____ (min 24 semester or 36 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)

(CONTINUED ON PAGE 3)

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 120 total semester or 180 quarter hours of college education is required if you are qualifying under Part A.

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