



D. Boyd Busby, CPA
Executive Director

ALABAMA STATE BOARD OF PUBLIC ACCOUNTANCY

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P.O. Box 300375
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STEPS FOR BEING APPROVED TO TEST:

- Fill out an initial application <https://asbpa.alabama.gov/exam/exam-information>.
- Submit **official** college transcripts.
 - The candidate will contact their university to have **official*** transcripts sent. They must come directly from your school's secure transferring system to alise.ellis@asbpa.alabama.gov, or to the PO Box listed above.
 - Please email, Ms. Ellis, if your name is different on your transcripts than what is listed on your application.
- If applying online, you will receive an email letting you know your application has been approved and you are able to log back into your account and pay your section fees.
 - At this time, you will email Ms. Ellis to request your JurisdictionID. The JurisID is used to create an account on the NASBA* website, <https://nasba.org/exams/cpaexam/alabama/>, where you download your Notice to Schedule (NTS).
 - It will take 24-48 hours after applying for the NTS to process in your NASBA portal.
- If applying by paper, I will email and let you know your application has been approved and issue your JurisID.

*When creating your NASBA account, if you have any questions, you will need to contact NASBA for support. [Contact Us | NASBA](#)

*An emailed transcript from the candidate does not count as an official transcript.

❖ If you have any questions, feel free to reach out to me by email (above) or directly, 334-242-5706.

Alise Ellis
Exam Coordinator