

Accounting in Georgia Licensing Guide

This is a document that provides the guidelines to be certified for a licensed profession in the State of Georgia last updated in February 2019. We encourage you to verify the information as it may change.

GENERAL INFORMATION:

The *Georgia State Board of Accountancy* (GSBA) regulates the profession of accounting in the state of Georgia.

HOW TO OBTAIN YOUR ACCOUNTING LICENSE IN GEORGIA:

1. Complete a bachelor's degree in accounting. The GSBA requires a bachelor's degree from an accredited college or university with 150 semester hours of college credit as the minimum requirement for your Certified Public Account (CPA) license in the state of Georgia.
 - a. For a degree obtained outside of the United States, your academic credentials must be evaluated by National Association of Boards of Accountancy's International Evaluation Services. To begin that process, you may go to this page on their website: <https://nasba.org/products/nasbainternationalevaluationservices/>
 - b. The evaluation of credentials will be sent directly to the CPA Examinations for final approval.
2. After completing your bachelor's degree, you are eligible to take the Uniform CPA Exam.
 - a. Go to this website where you can register online or download the application form for the exam: <https://nasba.org/exams/cpaexam/georgia/>
 - b. You must supply the following documents for your application
 - i. Official college transcript
 - ii. Any foreign evaluation forms if you completed your studies outside of the U.S.
 - iii. Application fees, payable by certified check, money order or credit card to CPA Examination Services
 - iv. American Disabilities Act Accommodation Form if you require special testing accommodations located at this link: https://www.nasba.org/app/uploads/2011/08/ADA_Accommodations.pdf
 - c. Mail the documents/fees listed above to:
 - i. CPA Examination Services-GA, P.O. Box 198469, Nashville, TN 37219
 - d. After mailing your application you will receive your Notice to Schedule (NTS) the Uniform CPA exam sent by NASBA by mail, fax, or email (depending on the how you submitted your application).
 - e. You will schedule your test at one of the following testing centers below via the Prometric website (<https://www.prometric.com/en-us/clients/cpa/Pages/landing.aspx>)
 - i. Savannah
 - ii. Macon
 - iii. Augusta
 - iv. Valdosta
 - v. Atlanta
 - vi. Athens
 - vii. Columbus
 - viii. Smyrna

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- f. You will receive your exam scores by mail or online once they have been calculated 48 hours after the exam.
3. Gain one year's (2000 hours) accounting work experience in public accounting, government, business, industry or college teaching of accounting. The 2000 hours of experience must be completed no longer than one year prior to completing submitting your CPA licensure application.
 - a. Clerical functions do not count towards your experience requirement such as:
 - i. Account analysis of information that is already recorded in accounting books
 - ii. Mathematical calculations
 - iii. Recording information in general ledger
 - b. Your employment experience must be verified by a licensed CPA
 - c. Self-employment does not count towards the experience requirement
 - d. Your experience must not occur while you are enrolled as a full-time student
 - e. You must document your work experience with either the downloadable Certificate of Experience Form
(https://www.nasba.org/app/uploads/2011/03/Exam_App_Licensure_Georgia.pdf) OR using the online application including your supervisor's name, license number, issue date, and expiration date.
4. Once you have passed your CPA exam and completed your 2000 hours of work experience you can apply for your Georgia CPA license here: <https://www.mycpalicense.org/> or the paper application here:
http://ksuweb.kennesaw.edu/~hhermans/CPA_files/GA%20CPA%20License%20Application.pdf
Your completed application package will include:
 - a. Completed application
 - b. Certificate of Experience
 - c. Employer Verification Form
 - d. Signed Consent Form authorizing a background check
 - e. Payment of \$170 for initial licensure paid by certified check, money order or credit card payable to NASBA Licensure Services
 - f. Mail completed application and all of the materials listed above to:
 - i. Licensing Service-GA, P.O. Box 198589, Nashville, TN 32719
 - g. You will receive notification from NASBA that your application has been approved by email.

Contacts:

Georgia State Board of Accountancy

200 Piedmont Avenue SE
Suite 1604, West Tower
Atlanta, Georgia 30334-9010

gsba@sao.ga.gov 404-463-0365

National Association of State Boards of Accountancy (NASBA)

150 Fourth Ave. North, Ste. 700
Nashville, TN
615-880-4200

CPA Examination Services

800-272-3926

cpaexam@nasba.org