

## **Application Processing Timeline - First Time CPA Candidate**

*These dates represent how an application timeline might evolve. You control the payment dates and the Notice to Schedule dates.*

January 15, 2009: You simultaneously submit your 1) Evaluation Application, 2) transcripts and 3) Exam Application to the Illinois Board of Examiners. You decide you want to take four exam sections in six months.

February 22, 2009: Your evaluation is complete and you are eligible to test.  
The Illinois Board of Examiners approves your Exam Application for four sections and notifies NASBA via an Authorization to Test (ATT) and mails you an approval letter.

February 23, 2009: A payment coupon is sent to you by NASBA (email or US mail – your preference). This is to pay for your computer seat time and to score the exam by the AICPA.

Feb. 23 – May 23, 2009 (90 days): Your payment coupon and ATT are valid for 90 days. You must pay all fees in a single payment for the four exam sections you have requested. Those fees are due May 23 or earlier, or your Payment Coupon will expire and your Authorization to Test will be voided.

March 15, 2009: You choose when you want to pay NASBA. You decide to pay on March 15 so you can begin to test in April-May testing window.

March 16, 2009: NASBA issues Notice to Schedule (NTS) to you via email or US mail. This authorizes you to call Prometric to schedule your exam(s). This starts the 6-month time period in which you have to schedule and take all the exams you have requested and been approved to take.

March 16 – September 16, 2009: NTS valid. You must schedule and take all exam sections on your NTS or forfeit all fees, both to the Board and to NASBA..

March 20, 2009: You contact Prometric and schedule appointments to test on April 25, 2009; May 23, 2009; July 8, 2009 and August 22, 2009. You can make all appointments online or by phone during the same scheduling session or separately as you decide when you want to test. Just don't wait too close to the testing date you want or all slots will be filled.

### **Contacting Prometric:**

The earlier you contact Prometric to schedule, the greater your chances of getting the time, date and place you want to test. Per Prometric, if you request your choice of time and date 45 days or more in advance of your desired test date, your chances are greatly enhanced for getting the dates you want.

All weekends and the two weeks at the end of the testing window fill up first. As a result contacting Prometric 45 days advance may not be sufficient. Plan ahead as far as you can.