

**REGISTRATION FORM**  
**December 8, 2006, Administration**  
**ABA Examination and/or ATP Examination**

Completed registration forms may be mailed or faxed, and must be received by ACAT by November 1, 2006. Registrations received after this deadline will be considered for the next scheduled test date. All applicable sections of this form must be completed to ensure timely processing. Please type or print. This form may be copied.

**GENERAL CANDIDATE INFORMATION**

\_\_\_ Mr.  
 \_\_\_ Ms. \_\_\_\_\_  
 Last Name First Name Middle Initial

Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_; Email \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_; NSA Member # (if applicable) \_\_\_\_\_; EA number is (if applicable) \_\_\_\_\_

**EXAMINATION & PAYMENT INFORMATION**

**Registration is not complete until payment has been received by ACAT.**

|  |       |   |
|--|-------|---|
|  | \$200 | <b>ABA Examination for Practitioners</b> , ___ Both Practice I and Practice II; ___ Practice I; or ___ Practice II<br>This fee applies whether you sit for the full exam or only one section.   |
|  | \$50  | <b>Retake of ABA Examination for Practitioners</b> , Both Practice I and Practice II<br>I originally took the exam in _____ (month/year).   |
|  | \$50  | <b>Retake of ABA Examination for Practitioners</b> , Practice I<br>(Financial Accounting and Financial Statement Preparation, Presentation and Reporting). I earned a passing score on Practice II in _____ (month/year) <b>OR</b> I earned a passing score on the Enrolled Agent Practice in _____ (month/year). |
|  | \$50  | <b>Retake of ABA Examination for Practitioners</b> , Practice II<br>(Taxation, Business Consulting Services, Business Law, and Ethics). I earned a passing score on Practice I in _____ (month/year).   |
|  | \$200 | <b>ABA Practice I and Enrolled Agent Practice</b> for Enrolled Agents only.   |
|  | \$50  | <b>Enrolled Agent Practice</b> (Business Consulting Services, Business Law, Ethics) for Enrolled Agents only. I earned a passing score on Practice I in _____ (month/year).   |
|  | \$150 | <b>ABA Examination for Students</b> ___ Both Practice I and Practice II; or ___ Practice I; or ___ Practice II<br>This fee applies whether you sit for the full exam or only one section.   |
|  | \$150 | <b>ATP Examination for Practitioners or Students</b>  |
|  | \$50  | <b>Re-take of ATP Examination for Practitioners or Students</b>   |
|  | \$275 | <b>ABA / ATP Examination Package for Practitioners</b>  |
|  | \$225 | <b>ABA / ATP Examination Package for Students</b>   |
|  | \$25  | <b>Recognized Allowance for Life Experience Portfolio Evaluation</b><br>See attached Application Guidelines for explanation.  |
|  |       | <b>TOTAL PAYMENT</b>  |

\_\_\_ My check or money order for \_\_\_\_\_ is enclosed.

Please charge my credit card: \_\_\_ Visa; \_\_\_ MasterCard; \_\_\_ Discover in the amount of \_\_\_\_\_

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_  
 (From back of credit card)

**Important: Continue to page 2**

EXAMINATION LOCATIONS/SPECIAL ACCOMMODATIONS

(See attached Application Guidelines for explanation.)

My three preferred examination sites are:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

\_\_\_ I am requesting special arrangements in the administration of the Comprehensive Exam due to a functional disability.

EXPERIENCE REQUIREMENT

In addition to passing the Comprehensive Exam, candidates must meet the following experience requirement:

Three years of verifiable work experience in accounting, taxation, financial services, or a related area. Up to two years may be fulfilled with college credit.

\_\_\_ I have met the above-listed experience requirement. I have \_\_\_\_\_ years of experience.

\_\_\_ I have not met the above-listed experience requirement, but I anticipate meeting it by \_\_\_\_\_ month year.

Please note: Individuals may sit for the Comprehensive Exam before meeting the experience requirement. The credential will be awarded to you when you notify ACAT that you have completed the experience requirement.

AFFIRMATION, DECLARATION AND SIGNATURE

I hereby apply for candidacy for Accreditation in Accountancy and/or Accredited Tax Preparer. By my signature below, I affirm that the information provided on this registration form is true and correct to the best of my knowledge. I understand that my candidacy and eventual status as a credential holder may be affected by my failure to provide complete and accurate information of a material nature. As a condition of being awarded the right to use the credential mark (Accredited Business Accountant®, Accredited Business Advisor^a, or Accredited Tax Preparer^a as is appropriate to my state), I declare under penalty of perjury that the information contained in this application is true and correct. I further declare that:

- 1. I have not been convicted (nor entered a plea of nolo contendere) of any criminal offense under the revenue laws of the United States, or of any offense involving dishonesty, or breach of trust under Federal or state laws. Moreover, I have not been the subject of discipline with regard to my professional conduct by either Federal or state regulatory authorities, nor am I currently the subject of an investigation of my professional conduct. If there is any exception to the foregoing, I have described the facts in detail on a separate attachment to this form.
2. I understand that along with authorization to use the mark I will receive I have read and understand the ACAT Code of Ethics and agree to adhere to the provisions of the Code as they exist and as they may be amended from time to time. I will also receive the Guide for Use of the Credentials and agree to adhere to the provisions of the guidelines as they presently exist and as they may be amended from time to time.
3. I understand that to maintain my accredited status I must submit verification of continuing education every three years. I agree to maintain my accreditation by submitting 120 hours of CPE (ABA) or 72 hours of CPE (ATP) every three years as required.
4. I agree to be subject to the policies and procedures of ACAT and will follow those federal and/or state regulations that may be applicable.

I further understand and agree that ACAT has the absolute and unrestricted right to revoke my right to use the mark if it finds, in accordance with policies and procedures as adopted and amended from time to time, that I have failed to comply with the agreements that I have made in this Declaration.

STOP! If you have questions concerning the Comprehensive Examination, registration, or accreditation in general, please contact the ACAT national office before signing this registration form. Before you sign this form, make sure you have filled it out completely, including appropriate payment information.

Signature of Candidate

Date

ADDITIONAL CANDIDATE INFORMATION

So that we may continue to meet the needs of candidates and credential holders, ACAT collects the following information. This data will be aggregated and will not be used in identifying you, nor will it have any effect on your grade for the Comprehensive Exam.

FOR ALL:

The highest degree I have earned to this date is a(n):

\_\_\_ high school diploma \_\_\_ associate degree \_\_\_ bachelors degree \_\_\_ masters degree

FOR PRACTITIONERS ONLY

If you are currently practicing in the fields of accounting, taxation, and/or financial services, please complete the following. Individuals not currently in practice, please proceed to the For Students Only section.

My practice includes the following (check all that apply):

\_\_\_ accounting \_\_\_ taxation \_\_\_ financial services \_\_\_ other (please specify): \_\_\_\_\_

FOR STUDENTS ONLY

If you are currently pursuing a degree in an accounting, tax, or finance-related subject, please complete the following. Individuals not currently in school, please proceed to the For All Applicants section.

I am currently pursuing a(n): \_\_\_ associate degree \_\_\_ bachelors degree \_\_\_ masters degree

at \_\_\_\_\_  
School name City, State Anticipated graduation date

My college does / does not (circle one) conduct coursework to prepare students for the Comprehensive Exam.

The name of the course and the instructor are: \_\_\_\_\_

\_\_\_ I do; \_\_\_ do not plan to pursue the Certified Public Accountant (CPA) designation.

The National Society of Accountants (NSA) Education Foundation annually awards scholarships to undergraduate students majoring in accounting. \_\_\_ Please send me information regarding NSA scholarships.

FOR ALL APPLICANTS

\_\_\_ I am; \_\_\_ am not a member of the National Society of Accountants. Member # \_\_\_\_\_

I heard about the Comprehensive Examination from:

\_\_\_ professor \_\_\_ colleague \_\_\_ NSA \_\_\_ state professional society \_\_\_ internet

\_\_\_ other (please specify): \_\_\_\_\_

\_\_\_ I have completed or plan to complete a formal course of study for the Comprehensive Exam.

I will complete a (check all that apply):

- \_\_\_ NSA's ACAT Preparatory Course as a self-study course
\_\_\_ NSA's ACAT Preparatory Course offered as part of my college curriculum
\_\_\_ NSA's Online ACAT Review Course
\_\_\_ Cram course offered by state organization. The state is \_\_\_\_\_
\_\_\_ ACAT Preview Examination
\_\_\_ Self-study review course (not using ACAT or NSA materials)
\_\_\_ General college course (not using ACAT or NSA materials)
\_\_\_ Other. Please describe \_\_\_\_\_

Mail or fax this completed form to the ACAT national office to be received by November 1, 2006.

Please keep a copy of this registration for your records.

ACCREDITATION COUNCIL FOR ACCOUNTANCY AND TAXATION

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# ACCREDITATION COUNCIL FOR ACCOUNTANCY AND TAXATION APPLICATION GUIDELINES

## EXAM LOCATIONS

Select possible locations for your exam by listing the three major cities nearest you or the college you attend.

**Please note:** While ACAT makes every effort to secure testing locations within a reasonable driving distance of each candidate, actual sites vary according to the number of candidates in a given area and the availability of facilities. ACAT therefore reserves the right to assign exam sites that fall outside of the locations you list. In the event that the assigned site does not meet an individual candidate's current needs, ACAT offers the option of rolling over to the next scheduled exam date or of receiving a refund.

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## REASONABLE ACCOMMODATIONS FOR EQUAL ACCESS

ACAT is committed to providing equal access to the Comprehensive Exam for all qualified individuals. Special arrangements, including additional test time or scheduled breaks, large print examination booklets and answer sheets, and other reasonable accommodations, may be arranged by request. **Please note:** The ACAT national office will contact you to obtain documentation of your disability and a description of the accommodations needed. In order to ensure the timely processing of your request, *please submit your registration at least 30 days prior to the published deadline.*

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## CONFIRMATION OF REGISTRATION

A confirmation letter indicating the exam date and section(s) for which you have registered will be mailed to you. If you do not receive a confirmation letter within approximately two weeks of mailing your registration materials, please contact the ACAT national office.

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## CANCELLATION OF REGISTRATION

Cancellation requests received *in writing* by the registration deadline date are eligible for a refund, minus a \$10 processing fee. Any candidate requesting cancellation after the deadline date but before the exam date is eligible to "roll over" the registration fee to one of the next two nationwide administrations of the exam. Each candidate is allowed only one rollover.

Any candidate who has not cancelled or rolled over his/her exam registration, and who does not report to his/her scheduled test site on the day of the exam for which he/she is registered, will be recorded as a "no show." No shows will not be reimbursed the exam fee and may not roll the fee over to the next exam. Any candidate who is a no show, OR who rolls over and then cancels a second time, OR who registers for the full exam but chooses to sit for only part of the exam, must formally register and pay the registration fee for any subsequent exam. Questions or concerns should be addressed *in writing* to the ACAT national office.

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## ACAT PREVIEW EXAM

ACAT's 200-question self-study, self-graded Preview Exam exactly mirrors in topic and question format the ACAT ABA exam. Use the Preview Exam to evaluate your knowledge level, determine which areas of accountancy and taxation you need to brush up on before you take the exam. You can purchase the entire Preview Exam Part I and Part II for \$40, or either section for \$25.

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## SUPPLEMENTAL STUDY MATERIALS

The National Society of Accountants (NSA) offers an online ACAT course for individuals, as well as the self-study ACAT Review Manual. At times, NSA's Affiliated State Organizations also offer a two-day "cram course" prior to the exam. For more information, contact the National Society of Accountants at 800.966.6679 or visit their web site at [www.nsacct.org](http://www.nsacct.org)

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# RECOGNIZED ALLOWANCE FOR LIFE EXPERIENCE (RALE)

## OVERVIEW

Individuals seeking the Accredited in Accountancy/Accredited Business Accountant® designation through examination may apply for a recognized allowance for life experience. Your job experience and responsibilities may translate into points that can be used towards your examination score. The ACAT Comprehensive Examination is a full-day exam divided into two sessions - each worth 100 points. Individuals wishing to apply for the RALE **must** take the **full** exam (both Practice I and Practice II). After the exams are graded, additional points may be added to your score, based on the ACAT Board's evaluation of the amount and type of experience demonstrated in your portfolio. You are eligible to receive up to 25 total additional points toward the 200-point exam. **No more than 15 points may be applied to any one section.**

## PORTFOLIO DEVELOPMENT

A portfolio is a formal written communication, presented by the candidate to ACAT, requesting credit for experience that has been acquired through professional service. The portfolio gives the candidate an opportunity to demonstrate that his/her experience is similar to that which is tested in the formal examination. Documentation may take the form of letters, job descriptions, awards and samples of work. The ACAT Board (or their designees) then evaluate the complete portfolio and determine how many points to award. The portfolio submitted to ACAT should include as much of the following documentation as possible:

1. A curriculum vitae or chronological record outlining work experience directly related to accounting and/or taxation.
2. An individual narrative outlining: (1) how the work experience is related to the subject areas covered in the ACAT examination; and (2) why you feel ACAT should consider you for life experience credit.
3. A listing of advanced education degrees indicating majors and minors. (College transcripts may be submitted for programs not completed.)
4. Documentation to provide evidence of the experience described in the individual narrative described in #2 above. Documentation is to be divided into two sections:

**Direct evidence**, which shows samples of work produced by the candidate, may include items such as :

- examples of completed tax returns (with identification information removed)
- compiled or reviewed financial statements
- published articles
- curriculum plans or syllabi of courses taught

**Indirect evidence**, which gives information about the candidate's accomplishments, may include items such as:

- job descriptions
- awards and commendations
- letters of recommendation from colleagues and/or clients
- employer evaluations
- professional affiliations (include honors, recognitions and offices held)
- evidence of continuing professional education for the past year
- newspaper or magazine clippings about your accomplishments
- results of your most recent quality assurance review

## PORTFOLIO ASSESSMENT FEE

A fee of \$25 is charged for submission of a final portfolio of any length. This fee is nonrefundable and applicable for anyone requesting credit, and is not determined by the amount of credit awarded.

## IMPORTANT INFORMATION ABOUT RECOGNIZED ALLOWANCE (RALE)

- RALE may not be used in conjunction with any other ACAT waiver program (e.g., Enrolled Agent).
- Individuals requesting RALE **must** take the full examination, both Practice I and Practice II.
- Application for RALE and portfolio submission must occur prior to sitting for the examination. Individuals may not apply subsequent to taking the exam.
- Application for RALE does not in any way guarantee awarding of additional points. Each applicant will be assessed individually and decisions will be made on a case by case basis. The decision of the board is final and may not be appealed.
- Portfolios are good for one year. Individuals not passing the exam in this time period must re-apply for consideration under the recognized allowance for life experience program.