

EXPERIENCE REQUIREMENT

I have _____ year(s) of experience in accounting, taxation, financial services, or a related area. Up to two years may be fulfilled with college credit.

Please note: In addition to passing the Comprehensive Exam, candidates must have 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. 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.

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 PRACTITIONERS ONLY

If you are currently practicing in the fields of accounting, taxation, and/or financial services, please complete the following.

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

accounting taxation financial services other (please specify): _____

FOR EMPLOYEES ONLY

If you are currently employed in the fields of accounting, taxation, and/or financial services, please complete the following.

My duties include the following (*check all that apply*):

A/P or A/R bookkeeping/accounting data processing payroll taxation other

FOR STUDENTS ONLY

If you are currently pursuing a degree in an accounting, tax, or finance-related subject, please complete the following.

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 is: _____

The name of my instructor is: _____

FOR ALL

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

high school diploma associate degree bachelor degree masters degree

Institutions attended: _____

CREDENTIALS HELD

HOW DID YOU LEARN ABOUT THE EXAM?

I heard about the Comprehensive Examination from:

Instructor/Professor Colleague NSA State professional society Internet

Other (please specify): _____

EXAMINATION LOCATIONS/SPECIAL ACCOMMODATIONS

Once you have registered for the exam, you will be told how to schedule a time and location for your test. Beginning with this exam, all tests will be administered via computer at a testing site.

____ I am requesting special arrangements in the administration of the Comprehensive Exam due to a functional disability. Explain special needs: _____

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[®], or Accredited Tax Preparer[®] 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 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 agree to adhere to the provisions of the guidelines in the Guide for Use of the Credentials 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

Mail or fax this completed form to the ACAT national office to be received by **May 11, 2009**.
Please keep a copy of this registration for your records.

ACCREDITATION COUNCIL FOR ACCOUNTANCY AND TAXATION
1010 N. Fairfax Street • Alexandria, VA 22314 • 888.289.7763 • Fax: 703.549.2512 • Email: info@acatcredentials.org



ACCREDITATION COUNCIL FOR ACCOUNTANCY AND TAXATION APPLICATION GUIDELINES

EXAM LOCATIONS

All tests for the ABA and ATP will be administered via computer at more than 500 testing locations in the U.S. Information on how to schedule a time and location for your test will be provided with your test confirmation letter.

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.*

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, toll-free at 888.289.7763.

CANCELLATION OF REGISTRATION

Cancellation requests received *in writing* by the registration deadline date are eligible for a refund, minus a \$25 processing fee. Any candidate who has not cancelled 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. Any candidate who is a no show 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.

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 1 and Part 2 for \$40, or either section for \$25. For more information, contact info@acatcredentials.org.

SUPPLEMENTAL STUDY MATERIALS

The National Society of Accountants (NSA) offers an ACAT Prep Book to help you prepare for the examination. For more information, contact the National Society of Accountants at 800.966.6679 or visit their web site at www.nsacct.org ACAT has free study materials available at www.acatcredentials.org/aba_study.html
