



# Applying for the CPA License in Indiana

Once you are ready to apply for the CPA license in Indiana (yessss!), the process is finally quite simple. You do still have to follow the steps below and check your email to make sure you don't miss any important licensing-related messages.

*Note: This is the process for candidates applying through Board Approval—NOT Reciprocity or Transfer of Grades. If applying for either of those, the process and timing can vary.*

- 1 **Assemble the necessary documents one last time.** College/university details, work history, and references (including name and license number of verifying licensee).
- 2 **Go to [mylicense.in.gov](https://mylicense.in.gov)** (this is the Indiana Licensing Enterprise system) and head to the Personal Licensing section. If you haven't created an Access Indiana account yet, here's where to do it.

*Pro Tip: We recommend using your personal email address that will follow you everywhere instead of a work email address that might change later.*

- 3 **Set up your Access Indiana account.** Select Initial Application and complete the License Type Selection questions.
  - Profession: Accountancy Board
  - License Type: Certified Public Accountant
  - Obtained By Method: Board Approval, Reciprocity or Transfer of Grades (select one — you would likely choose Board Approval)
- 4 **Update your Personal Information & Mailing Address.** Citizenship status, military status and contact info.

- 5 **Update your Education Record.**
  - If you attended multiple schools, be sure to include each school in this section.
  - Profession: Accountancy Board
  - School Type: College/University
  - School: <enter name of college/university>
  - Graduation Date: <enter graduation date>
  - Major: <enter major>
  - Degree: <select degree type>
  - Update your License Information.
- 6 **List any licenses you hold** (this would likely be used if you're applying through reciprocity).
- 7 **Info about your accounting work experience** (you can add multiple jobs to this section).
  - Add your Experience Information:
    - Employer
    - Position
    - Start date
    - End date
    - If the work was part-time
- 8 **Respond to Application Questions.**
  - Any criminal history.
- 9 **Include your References.** The name, license number and your relationship to the person(s) who will verify your work experience. To look up your reference's license number, search at [mylicense.in.gov](https://mylicense.in.gov) or [cpaverify.org](https://cpaverify.org).

## 10

### Document Upload.

- Experience Verification: You must submit the Experience Verification form ([in.gov/pla/files/Experience.pdf](https://in.gov/pla/files/Experience.pdf)) — this is the step many candidates miss. Provide the contact information of your employer, dates of employment, name and license number of verifying licensee and a brief job description.
- Name Change Documentation: Copy of a marriage certificate or official affidavit indicating any legal name change must be submitted if your name differs from that on any documents.
- Positive Response Documentation: If you answered “Yes” to any disciplinary questions on the application you should upload a statement explaining the incident(s), including all related details, and provide copies of all relevant arrest or court documents. Describe the event including the location, date and disposition.
- Citizenship Documentation: If you indicated on the demographics page of your application that you are not a U.S. citizen, please provide documentation from USCIS that shows proof of your qualified alien status or documentation indicating you are authorized by the federal government to work in the United States.
- Transcript: Although you'll see that transcripts are asked for, **candidates are not required to upload a transcript.** Academic transcripts will be included in the candidate packet sent to the Indiana BOA from NASBA.

*Once you've submitted your application, it is reviewed in the order received.*

Occasionally, Indiana Professional Licensing Agency (IPLA) staff will need additional or missing info. If this happens, a representative will contact you by email. This is where most delays in license issuance happen, so be sure to check your email (and spam folders) for any IPLA/BOA communications!

Typically, the review takes up to 10 business days, then a licensing analyst will send you an invoice for the issuance fee (usually by email). Once you pay the fee, you will receive an email with your CPA license number.

*And then it's REAL, and you celebrate! Throw a party, humble-brag, add CPA to your LinkedIn profile—whatever you can do to share that you finally made this awesome academic accomplishment a personal and professional reality.*