Want to make your dream salary, be in high demand and work in any industry you want?

Be a CPA.

Open to read more from the Indiana CPA Society
Why CPA?

**INSTANT CREDIBILITY**
The CPA designation separates you from others in accounting/business related positions by demonstrating you’re an expert in the field who has completed additional training and work experience.

**TAKE YOUR PICK**
Certified Public Accountants are needed in every industry, so you have the ability to work for an organization you’re passionate about. Entertainment, education, sports, nonprofit, government, technology — you name it!

YOU WILL STAND OUT.
BEYOND DOLLARS & DATA

CPAs are trusted advisors who can make sense of the numbers and make recommendations to help companies achieve their goals.

THE MILLION DOLLAR ADVANTAGE

Over the course of a 40-year career, a CPA can earn as much as $1 million more than a non-licensed accountant.


PROMOTIONS AND SALARY

CPAs can earn up to 10% more than their non-credentialed counterparts, and more frequent and higher-level promotions can widen the salary gap to as much as $50,000.


HIGH DEMAND

Employment of accountants and auditors — especially CPAs — is expected to grow by 22% between 2008 and 2018, much faster than average for most occupations.

— U.S. Bureau of Labor Statistics

“MY NUMBER ONE TIP for anyone who’s interested in accounting is: just know that it’s attainable. Don’t doubt yourself. If the numbers are intimidating you — don’t let them. It’s about being able to look at something, understand a problem and figure out the best way to address it. That’s what accounting is. Having the CPA designation just gives people more confidence that you’re a critical thinker and you’re a problem solver.”

— Sherry Davis, CPA, CGMA, Eli Lilly & Co.
Show your educators and future employers you are invested in your career, and network, network, NETWORK!

STUDENT MEMBERSHIP IS FREE

The Indiana CPA Society has more than 8,000 members, 7,000+ of whom are CPAs.

WHO WE ARE
The Indiana CPA Society (INCPAS) is the only association in the state dedicated to serving the needs of current and prospective CPAs. We advocate for CPAs, provide high-quality and affordable continuing education for them to maintain their license, and create opportunities for members to connect.

INCPAS.ORG/JOIN
WHAT WE DO
No matter what stage you’re at in your education or career, INCPAS can offer support and guidance.

WHAT YOU GET

Marketability: Get an edge in the hiring process by demonstrating your commitment to the profession.

Connections: Meet other professionals at Young Pros Parties, the annual CPA Celebration and other events, as well as in the members-only CPA Center of Excellence® Online Community.

Smarts: Stay up-to-date on hot topics, issues and trends in the profession through our CPA IN Perspective member magazine, biweekly CPA ePerspective e-newsletter, members-only Open Forum discussions (this especially helps in conversation with recruiters and interviewers!).

Warm Fuzzies: Join in on year-round opportunities and the annual CPA Day of Service.

Savings: Access discounted preparation courses and Exam resource center.

HOW TO BECOME A MEMBER
Visit incpas.org/join to join online or complete the enclosed student membership application.
“Knowledge is a commodity. To be the smartest person in the room, all you need is a smartphone. What is far more valuable than knowledge is the ability to learn new things and apply those learnings to new scenarios and environments. This is what the employee of the future needs to focus on – ‘learning to learn.’”

– Jacob Morgan, futurist, speaker, author

ONLINE COMMUNITY
Real experiences and solutions, daily!
Once you join as a student member, you will have access to what most of your fellow students can only dream of – a private network of 8,000 professionals across the state. This isn’t like other social media platforms where you have to make your connections one at a time. Once you’re given a member login, you have access to everyone and a wealth of information (use it wisely!).

• Need help on a case study? You can search out a CPA by name, location, company, industry and/or areas of expertise.
• If you’ve got questions for a specific member, you can message them privately.
• See the open forum discussions about current issues affecting CPAs (including hiring wants and needs).
• Access a resource library of files and discussions relevant to whatever you might need to research.
• Keep up-to-date on key issues, announcements, upcoming events and blogs.

The CPA Center of Excellence® is a suite of programs, services and tools designed to enable CPAs to respond to complexity by becoming more agile, adaptive and dynamic.
ONLINE INTERACTIVE COURSES
Whenever, wherever and on whatever device you want.

If you’re tired of operating on someone else’s schedule, doing everything at a set time and/or always showing up in a classroom, you will love the online interactive courses.

**Why they’re awesome**

- You’re not just staring at someone going through a PowerPoint.
- The learning modules are interactive and on-demand.
- You get to hear real stories from local CPAs.
- Read what current CPAs have to say about the learning materials.
- Share your own two cents.
- Earn a digital badge for your portfolio.

The current courses available focus on the non-technical skills that will set you apart from other CPAs:

INTRO TO SOCIAL MEDIA

What you should know as a new professional

Once you’re registered as a student member, you can sign up to give this course a whirl for free! Hear social media do’s, don’ts and true stories from CPAs, and share your own thoughts in this unique social learning environment.
Become A CPA

1. MEET THE EDUCATION REQUIREMENTS
   - Submit a pre-application to CPA Exam Services to see if you are meeting the requirements to sit for the exam.
   - Submit an early application 60 days before you complete the 150-hour requirement.

2. APPLY TO TAKE, STUDY FOR AND PASS THE CPA EXAM

3. MEET THE WORK REQUIREMENTS TO ACHIEVE OFFICIAL CPA LICENSURE

4. APPLY WITH THE STATE
EDUCATION REQUIREMENTS*

To apply for the Uniform CPA Examination in Indiana, you must meet ONE of the following requirements:

If you took (or plan to take) any graduate level courses:

1. Earned 150 semester hours in general education which must include a graduate degree from a college or university that is accredited by an accrediting organization recognized by the Indiana Board of Accountancy, and completed:
   - at least 24 semester hours in accounting at the undergraduate level or 15 semester hours in accounting at the graduate level or an equivalent combination thereof which must include courses covering the following subjects:
     » financial accounting,
     » auditing,
     » taxation,
     » managerial accounting; and
   - at least 24 semester hours in business administration and economics courses, other than accounting courses, at the undergraduate or graduate level, which may include:
     » up to six semester hours of business and tax law courses
     » up to six semester hours of computer science courses

If you took (or plan to take) all undergraduate level courses:

2. Earned 150 semester hours in general education which must include a baccalaureate degree from a college or university that is accredited by an accrediting organization recognized by the Indiana Board of Accountancy; and completed:
   - at least 24 semester hours in accounting at the undergraduate or graduate level which must include courses covering the following subjects:
     » financial accounting,
     » auditing,
     » taxation,
     » managerial accounting; and
   - at least 24 semester hours in business administration and economics courses, other than accounting courses, which may include:
     » up to six semester hours of business and tax law courses
     » up to six semester hours of computer science courses

* Additional information can be found at nasba.org/exams/cpaexam/indiana
Pre-evaluation Application

Not sure if you’re on track to meet the education requirements?

A pre-evaluation from CPA Exam Services can help candidates determine if they are meeting the education requirements to sit for the CPA Exam. These are advisory in nature and not a final determination of eligibility — final eligibility will only be determined after a completed first-time application is submitted.

To receive a pre-evaluation, you must apply through CPA Central:

2. Register for an account.
3. Select “Apply Online.”
4. Complete the pre-evaluation application.
5. Pay the $50 application fee.
6. Have your transcripts sent to CPA Exam Services.
7. Wait for a response (typically 2-4 weeks once all additional materials have been received).
Early Application*

Want to apply early to take the CPA Exam as soon as possible?

Indiana students have the opportunity to apply for the CPA Exam if they are meeting the education requirements and are within 60 days of completing the 150-hour requirement. Students are NOT able to SIT for the Exam until they have met the education requirements.

To apply early, you must apply through CPA Central:

2. Register for an account.
3. Select “Apply Online.”
4. Select “First-time Application.”
5. Choose the Exam section you want to sit for. Students can apply for one or more sections but are advised to only apply for the section(s) they are ready to take within the next six months.
6. Complete the application.
7. Pay the application and Exam fees.
8. Submit necessary materials to CPA Exam Services.
   - Academic Transcripts (directly from academic institution)
   - Indiana Certificate of Enrollment form (directly from academic institution)
   - International Evaluation Report, if applicable
   - ADA Accommodation Form, if applicable
9. Wait for a response (typically 4-6 weeks once all additional materials have been received).
10. Send final official transcripts to CPA Exam Services no later than 60 days immediately following the end of the window in which the applicant sits for the Exam.

* Additional information can be found at nasba.org/exams/cpaexam/indiana
Taking the

The computer-based Exam has four sections you must pass.
• You take each section one at a time and must pass all four within 18 months.
• The 18 months doesn’t start until you sit for your first Exam.

Auditing and Attestation (AUD)
The entire audit process, other services including compilations, reviews and attestation engagements, and the AICPA Code of Professional Conduct.

4 hours
3 multiple choice testlets
90 questions and one simulation testlet with seven task-based simulations (condensed case studies).

Business Environment and Concepts (BEC)
Operations and strategic management, economics, financial management and information technology.

3 hours
3 multiple-choice testlets
72 questions and one simulation with three written communication tasks.

Financial Accounting and Reporting (FAR)
Concepts and standards for financial statements, typical items in financial statements, specific types of transactions and events, accounting and reporting for governmental entities, and accounting and reporting for nongovernmental and not-for-profit organizations.

4 hours
3 multiple choice testlets
90 questions and one simulation testlet with seven task-based simulations (condensed case studies).

Regulation (REG)
Federal taxation and business law, including ethics and professional responsibilities.

3 hours
3 multiple choice testlets
72 questions and one simulation testlet with six task-based simulations.

Sources: cpa-exam.org and nasba.org
Preparing for the Exam

*Do what works best for you.*

With all the study tools available, it can be difficult to narrow down your options. Pick whatever helps you understand and retain the information best, be it studying on your own, in a group and/or signing up for a review course (regular or accelerated).

Scheduling Your Exams

- Exams are offered in four testing windows: Jan/Feb, April/May, July/August, Oct/Nov
- Have your Notice To Schedule from NASBA handy (this proves your eligibility to schedule the Exam sections for which you applied).
- Be sure the information on your primary photo identification exactly matches the name on your Notice To Schedule.
- Have your personal calendar ready, as you will be asked to choose a date, time and location for your exam (changing this information may result in a fee).

Day of Each Exam

- On the day of your scheduled exam, bring your Notice To Schedule (NTS) with you to the testing center. You will not be allowed, under any circumstances, to sit for your exam without your NTS.
- **Make sure you have your photo identification!**
- Relax.
## Testing Centers

You can choose from any of these locations — you don’t have to schedule your Exam closest to your own city.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
</table>
| **INDIANAPOLIS** | 8450 Westfield Blvd.  
                | Suite 210  
                | Indianapolis, IN 46240  
                | 77 S Girls School Rd.  
                | Suite 210  
                | Indianapolis, IN 46231 |
| **LAFAYETTE**   | 4050 Britt Farm Dr.  
                | Co-Located with Sylvan Learning Center  
                | Lafayette, IN 47905  
| **TERRE HAUTE** | Ivy Tech Community College Wabash Valley  
                | 1700 E. Industrial Dr.  
                | Terre Haute, IN 47802 |
| **MISHAWAKA**   | 3005 Grape Rd. Ste. A  
                | Mishawaka, IN 46545-1776 |
| **MERRILLVILLE**| 8668 Broadway  
                | Merrillville, IN 46410 |
| **EVANSVILLE**  | 923 S. Kenmore Dr.  
                | Hebron Office Plaza  
                | Evansville, IN 47714 |

**ONLINE EXAM SCHEDULING: PROMETRIC.COM**
Licensure – [Your Name Here], CPA

Once you’ve passed the CPA Exam, the hard part is over and obtaining your license is the next step in the process.*

Experience Requirements
In order to become licensed as a CPA in Indiana, you need twenty-four (24) months of full-time employment in the following positions:

(1) As an employee or an accounting intern engaged in an accounting position in a firm.

(2) As an employee in a financial or accounting position in industry, government, or a nonprofit organization.

(3) As an employee in an advisory and/or consulting services position related to one (1) or more of the following activities: Financial, Accounting and/or Operational.

(4) As an instructor teaching accounting in a college or university (four year institutions or junior colleges).

Experience in fractions of months will be counted.

Application to be a CPA in Indiana

1. Submit the Accountancy Application (found on Indiana Board of Accountancy website) and notarized CPA Verification of Experience form.

2. CPA Exam Services will send the Board of Accountancy your Exam application, certified original college/university transcripts, transcript evaluation and CPA Exam grades.

3. Once all necessary information and forms have been received, the Indiana Professional Licensing Agency will contact you by email with the status of your application.

4. Once approved, you’ll pay the required license fee to activate your license.

5. When payment is received, you’ll receive a welcome packet by email that includes your issuance date and your license number.

6. If you would like a license card or certificate, you can download it through IPLA’s License Express webpage.

Continuing Professional Education Requirements
To maintain your CPA designation, you’ll need to take continuing professional education. It’s important to keep track of every course you take and retain all certificates of completion for each three-year reporting period. The Indiana Board of Accountancy audits hours for CPAs in Indiana for each license cycle.

- Hours Required: 120 hours per three-year cycle with a minimum of 20 hours per year.
- Accounting & Auditing Requirements: 10% or 12 hours of total required hours.
- Ethics: 4 hours per three-year cycle.
- Self-Study: No more than 50% or 60 hours can be attained through self-study.

*Additional information can be found at www.in.gov/pla/accountancy.htm
Continuing Professional Education Requirements

120 HOURS PER THREE-YEAR CYCLE (AT LEAST 20 HRS PER YEAR)

OF THAT

12 HOURS ACCOUNTING AND AUDITING

4 HOURS ETHICS

CPE REPORTING PERIODS:
• January 1, 2015-December 31, 2017
• January 1, 2018-December 31, 2020

[Your Name Here], CPA
Get Noticed & Get Hired

What makes your resume pop?

Internship Experience
Internships are a great way for you to learn about the CPA profession, get a better idea of what kind of work you want to do, broaden your professional network and have relevant work experience that also counts toward your 24-month experience requirement to become a CPA.

Where to start: Career Services Office, INCPAS members, local businesses, nonprofits, IndianalIntern.net and friends/family.

Competitive GPA
If you have a 3.7 or higher, keep up the great work!

Where to start if you don’t have a high GPA:

• Work on improving your grades. Visit a tutor, talk with your teachers (office hours are scheduled for a reason) and STUDY!

• Find ways to show potential employers what your strengths are. Many students are balancing a lot of extra-curricular activities and jobs with their course work.

Engagement and Socialization
Get involved on campus or in your community to help develop non-academic and conversational skills.

Where to start: Check local volunteer opportunities as well as INCPAS’ opportunities for student members.

70% of all jobs are found through networking.
— U.S. Bureau of Labor Statistics

41% of employers said people who dress better and more professionally tend to be promoted more often than others in their organization.
HELPFUL HINTS FROM A RECRUITER

Before the Job Search

• Have an experienced professional check your resume for content.
• Have a good proofreader check your resume for spelling and grammar.
• Make sure to get a professional outfit you’re comfortable in.
• Google yourself — is there anything out there you wouldn’t want a prospective employer to see? Start adjusting your privacy settings, untagging photos and deleting now.

Career Fairs

• Don’t feel like you have to talk to the main recruiter — talk with any of the team members that are there.
• Give a firm handshake (practice this!).
• Greet the organization and take a minute to chit-chat before diving into your one-minute elevator speech.
• Don’t linger. When the conversation comes to an end, thank the recruiter for their time and move on.

Interviews

• Arrive early and definitely don’t be late. The night before, figure out exactly where you are going and where you will park.
• Give a firm handshake.
• Be nice and act interested.
• Know the name and background of the firm/company you’re interviewing with.
• Always have 2-3 good questions to ask the interviewer.
• It’s okay to ask what the next steps are in the process (when you can expect to hear back, how many positions are they looking to fill, etc.).
• Turn your cell phone off (don’t have it on vibrate, either).
• Avoid slang.

No, not that kind of suit. #Fail.
Dress the part...

Find a suit and a few key pieces. Don’t know much about fashion or business-professional attire? Get a well-dressed friend or family member to help you shop!

Wear shoes you can walk in comfortably.

Learn to iron and/or find a dry cleaner.

Wear shoes you can walk in comfortably.

Find an alterations shop to get the right fit and lengths.

Maintain proper grooming and cleanliness (hair, nails, teeth, etc.)

Too Casual

Too Bright

Too Tight

Too Casual

PRO TIPS:
YouTube “How to tie a tie.”

Coffee is very good at spilling — stain removers are your friend.

Um...

...and be CONFIDENT.
**INCPAS Student Membership Application**

**PERSONAL INFORMATION**

first     middle     last
name to greet by     birth month     birth year
preferred address     apt. no.
city
county     state     zip
phone     ethnic background (optional)
email

**SCHOOL INFORMATION**

school name
expected graduation date
major

**APPLICATION PROCEDURE**

Student membership is complimentary!

Apply online at incpas.org/join or return completed application to:
INCPAS, 8250 Woodfield Crossing Blvd., #100, Indianapolis, IN 46240.

To the best of my knowledge, the information contained herein is accurate. I agree to be governed by the bylaws of the Indiana CPA Society, as well as its Rules of Professional Conduct.

signature     date

**WHY JOIN**

**Marketability:**
Get an edge in the hiring process by demonstrating your commitment to the profession.

**Connections:**
Meet professionals at Young Pros Parties, the annual CPA Celebration and other events, as well as in the members-only CPA Center of Excellence® Online Community.

**Know Your Stuff:**
Stay up-to-date on hot topics, issues and trends in the profession through our _CPA IN Perspective_ member magazine, biweekly CPA ePerspective e-newsletter, members-only Open Forum discussions (this especially helps in conversation with recruiters and interviewers!).

**Volunteering:**
Join in on year-round opportunities and the annual CPA Day of Service.

**CPA Exam:**
Access discounted preparation courses and exam resource center.

To qualify, you must be currently enrolled as a student in an accredited college or university and pursuing a degree. The membership year runs from July 1-June 30.
INCPAS.ORG/JOIN ALWAYS FREE FOR STUDENTS.
Resources

Indiana CPA Society
incpas.org
info@incpas.org
@incpas

CPA Center of Excellence®
cpacoe.com

Uniform CPA Examination
cpa-exam.org

Indiana Board of Accountancy
in.gov/pla/accountancy.htm
pla14@pla.in.gov

National Association State Boards of Accountancy
nasba.org/exams/cpaexam/indiana/
cpaes-in@nasba.org
@nasba

This Way to CPA
thiswaytocpa.com
@thiswaytocpa

*All information is current as of 1/1/15
Be a CPA. Be a CPA. Be a CPA. Be a CPA. Be a CPA. Be a CPA. Be a CPA. Be a CPA. Be a CPA.