STATE OF NEBRASKA
BOARD OF PUBLIC ACCOUNTANCY

September 2025

Notice: Guidance Document

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirement or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

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EDUCATIONAL REQUIREMENTS GUIDELINES

These Guidelines are meant to be of assistance to candidates and educational institutions in attempting to determine qualifications under the Educational Requirements of Section 1-116 of the Public Accountancy Act (also known as the "150 Semester Hour Education Requirement"). However, they are not all inclusive of all the laws, rules and policies that may be applied to each application and Chapter 9 of **Title 288 (Nebraska Administrative Code), Revised and Substituted Rules of the Board** should also be consulted. It is suggested that the candidate wishing to sit for the Uniform CPA Examination or applying for a Reciprocal Nebraska CPA certificate contact the Board's office for specific guidance with respect to his/her filed application. **Please check the Board's homepage (www.nbpa.nebraska.gov) for the latest version of these guidelines.**

<u>GENERAL GUIDELINES</u>

1. Title 288 NAC, Chapter 9, Section 004.05 <u>Review of Transcript: Appropriate level of course work; transfer hours</u> means that credit hours transferred from non-four-year institutions to four-year institutions shall be acceptable for purposes of satisfying the required 150 semester hour requirement solely to the extent the four-year institution "accepts" the transferred hours for the purposes of awarding a degree. A maximum of 12 semester hours of electives can be earned at a two-year institution after a four-year degree has been granted.

2. **TRANSCRIPTS:** A transcript is required to be sent directly from <u>each and every</u> post-secondary institution you have attended. If you attended a community college and transferred those hours to a four-year institution, you must have the community college AND the four-year college each send a transcript directly to the Board's office or NASBA/CPA Examination Services (CPAES). If you attended more than one four-year institution, you must have each institution attended send a transcript directly to the Board's or CPAES. <u>A transcript must be received from each institution attended, regardless of hours that may have been transferred to another institution and regardless of the number of hours taken/earned.</u> If you attended <u>five</u> different institutions (two- or four-year), you must have <u>five</u> transcripts on file with the Board. Since the transcripts must be received to complete the evaluation of the application form, they are considered to be part of the application and due by the application deadline.

3. **DEADLINES:** Deadlines cannot be waived by the Board and will be adhered to in evaluating applications. All information required for evaluation of an application must be received by the stated application deadline. This includes transcripts, syllabi, course catalog descriptions, letters from professors, and any other information needed by the Board or CPAES in order to make a determination as to qualifications to sit for the examination.

4. Credit will not be allowed for courses that are only audited.

5. Courses taken through a College of Law would be acceptable to meet the 150 Semester Hour Education requirement. Furthermore, courses taken in taxation and business law would be acceptable to meet their respective subject area requirement.

6. It is the responsibility of the candidate to prove that each subject matter has been met by a valid credit course supported by a transcript.

7. A foreign candidate's transcript is required to be evaluated in such a manner as to determine that the accounting and business required subject matters are equivalent to the requirements for U.S. candidates. In addition, the foreign credits may be acceptable for purposes of satisfying the required 150 semester hour requirement only to the extent the four-year institution "accepts" the transferred hours for the purpose of awarding a degree. The foreign credits may be acceptable for specific subject requirements only to the extent the four-year institution "accepts" the transferred hours towards their subject matter requirements for awarding a degree. Foreign transcripts evaluated in a manner other than by a foreign credential evaluation service are subject to Board approval. It is the responsibility of the candidate to timely provide information substantiating the process used in lieu of a foreign credential evaluation service.

8. For Title 288 NAC, Chapter 9, Section 004.03, a candidate with a <u>graduate degree</u> in accounting or a concentration in accounting from an institution whose <u>**accounting program**</u> is not accredited by the "AACSB International" (The Association to Advance Collegiate Schools of Business) must be able to demonstrate that the candidate has completed all the subject matter requirements in Chapter 9, Section 004.02A and some or all of the subject matters in 004.02B.

9. Candidates who have sat for the Uniform CPA Examination as a candidate of another state and who wish to transfer their grades to Nebraska **must** fulfill Nebraska's 150 Semester Hour Education requirement.

<u>24 Semester Hours in Accounting Beyond Principles</u>

1. Accounting courses, regardless of the level at which taken (upper-level undergraduate or graduate level), will be evaluated to determine if they are in fact equivalent to an accounting **principles** course and therefore would **not** be acceptable in satisfaction of the twenty-four-semester hour requirement.

2. **Graduate** Independent/self-study courses proposed to satisfy an accounting "core subject matter" requirement must essentially be equivalent to the requirements of the course for which it is being substituted. The student would be required to attend all class meetings, complete all assigned readings and course work, and to take all exams. Auditing of a course would not be sufficient.

A "core subject matter" refers to the specific subjects identified in Title 288, Chapter 9, Section 004.02 (i.e., "Financial accounting theory and problems," "Macro and microeconomics," etc.)

3. Information systems included in the twenty-four-semester hour **accounting** core subject matter must be **accounting information systems** rather than general information systems.

4. Accounting subject matter must be satisfied by courses designated by the institution as an accounting course.

5. There is a limit of three credit hours for an accounting internship within the twenty-four-semester hour Accounting Requirement. If the internship does not have an accounting prefix, i.e. "ACC," then the student will have to provide verification that it was an accounting internship.

6. There is a limit of three hours for independent/self-study within the twenty-four-semester hour Accounting Requirement. If the independent/self-study does not have an accounting prefix, i.e. "ACC," then the student will have to provide verification that it was an accounting course.

7. Special topics and seminars may be used to meet the core subject matter requirement within the twenty-four-semester hour Accounting requirement as long as the class meets regularly with a professor, is not a "self-paced" course, and at least 25% or more of the proposed course, **by content and grade**, covers the subject matter. This could be evidenced by a course syllabus and/or a letter from the instructor. The course cannot cover more than two subject matter requirements.

8. Internships and Independent/self-study courses are **not** acceptable in satisfaction of the core subject matter requirements in the twenty-four-semester hour Accounting area, but **may be used as electives** to fulfill the twenty-four-hour requirement.

9. CPA Exam Review courses are not acceptable in satisfaction of the core subject matter requirements in the twenty-four-semester hour Accounting area, but may be used as electives to fulfill the twenty-four-hour requirement.

<u>24 Semester Hours in General Business</u>

1. Non-business courses proposed as substitutes for coursework in the required Business Ethics subject matter area in Business (Board minutes 3-09) will require the applicant to provide documentation that at least 25% or more of the proposed course, **by content and grade**, covers the subject matter. This could be evidenced by a course syllabus and/or a letter from the instructor. The course cannot cover more than two subject matter requirements.

2. Non-business prefix courses will require evidence of how they meet the subject requirement within the business section. For example, computer courses could be used to meet General Business subject requirements, if the college or university classifies it as a business course.

3. An Independent/self-study course is acceptable in satisfaction of a subject matter requirement or an elective. There is a credit limit of three hours in the General Business area.

4. Business internships are acceptable as an **elective** in the general business area and are limited to three hours of credit.