



**STATE OF NEBRASKA  
BOARD OF PUBLIC ACCOUNTANCY**

**December 2017**

**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.**

**NEBRASKA BOARD OF PUBLIC ACCOUNTANCY**  
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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.ne.gov](http://www.nbpa.ne.gov)) for the latest version of these guidelines.**

GENERAL GUIDELINES

1. Title 288 NAC, Chapter 9, Section 004.04 Review of Transcript: Appropriate level of course work; transfer hours 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. Credits earned after the awarding of a baccalaureate degree must be earned at a four-year institution.

2. **TRANSCRIPTS:** A transcript is required to be sent directly from each and every 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 it's designee. If you attended more than one four-year institution, you must have each institution attended send a transcript directly to the Board's or its designee's office. 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. If you attended five different institutions (two- or four-year), you must have five 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 its designee in order to make a determination as to qualifications to sit for the examination.

4. **60/90 Day Provision:** A person who expects to complete the credit and earn the degree within 60 days following when the examination is held shall be eligible to take the exam, but

shall not receive credit for it unless evidence satisfactory to the Board showing the completion of the credit and degree is received by the Board within 90 days following when the exam is held. If you mark on the application that you have not yet completed the hours or degree, then a transcript(s) must be provided as evidence that you are enrolled in a course(s) that will complete the missing requirements and that everything will be accomplished within the 60 day timeframe. If the course(s) does not appear on a transcript, you will be required to provide other evidence of how you are fulfilling any missing requirements under the 60/90 day provision. The deadlines for submitting information under the 60/90 day provision can not be waived either. **The burden of supplying information satisfactory to the Board as evidence of completion of coursework or a degree rests with the applicant.**

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

6. Courses in taxation and business law through the College of Law would be acceptable to meet the 150 Semester Hour Education requirement.

7. 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.

8. 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.

9. For Title 288 NAC, Chapter 9, Section 003.03A, a candidate with a graduate degree in accounting or a concentration in accounting from an institution whose accounting program 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, Sections 003.02A&B.

10. 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, unless they have passed the Exam.

### 30 Semester Hours in Accounting Beyond Principles

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 thirty 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," "Macroeconomics," etc.)

3. Information systems included in the thirty 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 thirty 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 thirty 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 thirty 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 thirty semester hour Accounting area, but **may be used as electives** to fulfill the thirty hour requirement.

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

### 36 Semester Hours in General Business

1. Non-business courses proposed as substitutes for coursework in the required subject matter areas of Business Communication, Business Ethics, and Quantitative Applications 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.