

## **CPA Examination Credit Extension Requests**

Please note that the Pennsylvania State Board of Accountancy accepts requests for CPA Examination credit extensions. Information about CPA Examination credit extensions may be found in Section 11.16 (c) of the Board's regulations, 49 Pa.Code § 11.16 (c).

To request an extension for exam credit, you must submit your request in writing to the Board by email; [st-accountancy@pa.gov](mailto:st-accountancy@pa.gov). Please put in the subject line "Exam Credit Extension Request". In the email you will need to provide the following information:

- Name.
- Residence address.
- Employer's name and address (if applicable).
- The parts of the examination you have taken.
- The expiration dates of each part taken.
- Any future scheduled parts of the exam.
- Which parts of the exam you are asking for extensions.

The reason why you are requesting the extension.

- If you have a medical reason, you must include medical verification (i.e. doctor's note) for your medical issue.
  - If the medical reason is for someone other than you, you must indicate the relationship and whether you are the primary caregiver of that individual.
  - If you have a military reason, you must include the documentation.
  - If you have exigent circumstances, you must include the documentation and/or describe in detail the exigent circumstances.
- Attach a copy of your latest score notice from the testing company for the parts of the exam that you have taken.

The credit extension request will be placed on the next available Board meeting's agenda for the Board to review. Once reviewed and a determination has been made, you will be notified within 10-15 business days of the Board's determination.