



Notice To Schedule (NTS)

YOU MUST TAKE THIS NTS TO THE TEST CENTER. YOU WILL NOT BE PERMITTED TO TAKE THE EXAM WITHOUT THIS DOCUMENT!

You have been approved by Virginia Board of Accountancy to take the following CPA Examination section(s):

ANSHITA KUMAR
1530 CONSTITUTION AVE NE
WASHINGTON, DC 20002

Exam Section	Section ID	Launch Code (Password)	Earliest You Can Take The Exam	Latest You Can Take The Exam
BEC	4927423	4927423	08/02/12	08/02/13
REG	4927424	4927424	08/02/12	08/02/13

Passport Name:

Check the accuracy of your name: The same version of your name must appear on your application, this Notice to Schedule (NTS), and on the identification (ID) you present at the testing center. If your name on this Notice is not correct, contact your state board of accountancy or its designee at least 10 days before your test appointment.

Schedule your exam: We recommend you schedule your exam within **5-7 days** of receipt of this Notice. Use the online scheduler at www.prometric.com/cpa, or call the Customer Service Call Center at 800-580-9648.

Take the Exam Tutorial and Sample Test at www.cpa-exam.org to review features unique to this exam. Candidates are encouraged to review the tutorial to become familiar with the functionality of the examination.

IMPORTANT INSTRUCTIONS - READ CAREFULLY BEFORE YOUR EXAM APPOINTMENT

- Take this NTS, along with two forms of identification, to the test center. **You will not be allowed to take the exam if you do not have this NTS and acceptable identification (ID) with you!**
- All Uniform CPA Examination candidates are advised to read the Candidate Bulletin available at www.nasba.org
- Arrive at the test center at least 30 minutes before your scheduled examination. A digital photo will be taken as part of the check-in procedures. Late arrivals may not be able to take the exam.
- Your ID will be scanned and swiped in a magnetic strip and barcode reader and biometrics will be used to capture your finger print to increase security and identity validation.
- Be aware that once you enter your password to start the exam, you have limited time to read and respond to the introductory screens. If that time is exceeded, the exam will automatically terminate and it will not be possible to restart the exam.
- During the exam you may only take a break during scheduled break times (i.e., from the time you end one examination section testlet until you begin the next testlet). The exam clock continues to run during breaks.

To reschedule or cancel a test appointment: You may reschedule or cancel at www.prometric.com/cpa or by contacting the Customer Service Call Center. If you reschedule fewer than 30 business days before your appointment, you will incur a rescheduling fee. No cancellations are allowed 24 hours or less from your appointment time.

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Acceptable Forms of Identification

The same version of your name must appear on your application, this Notice to Schedule and on the identification you present at the testing center. You must present two forms of identification at the testing center, one of which must include a recent photograph and your signature and be on the list of primary forms of identification below. The other identification must include your signature. Neither form of identification may be expired.

Primary Forms of Identification:

- Valid (not expired) government issued driver's license with photograph and signature. The license must be printed in English to the extent required to compare the name with the one on the NTS and to confirm validity.
- Valid (not expired) state identification card with a recent photograph and signature issued by one of the fifty U.S. states or by a U.S. territory. (Candidates who do not drive may have an identification card issued by the agency which also issues driver's licenses.)
- Valid (not expired) government issued passport with a recent photograph and signature.
- United States military identification card with a recent photograph and signature.

Secondary Forms of Identification:

- Additional government issued identification from the above list.
- Accountancy Board-issued identification.
- Valid credit card (with signature).
- Bank automated teller machine (ATM) card (with signature).
- Valid bank debit card (with signature)

The following are UNACCEPTABLE forms of identification:

- Draft classification card.
- Social Security card.
- Student identification card.
- United States permanent residency card (green card).

International Test Center Candidates:

- For primary ID, candidates MUST bring to the appointment a valid, non-expired Passport meeting specific country issuance criteria. If Passport is unsigned, a secondary ID is required (refer to the Candidate Bulletin for issuance and secondary ID details).

If the test center staff has questions about the identification presented, you may be asked for additional proof of identity. You may be refused access to an examination and forfeit the examination fee for that session if the staff believes that you have not proven your identity.

Admittance to the test center and examination does not imply that your identification is valid or that your scores will be reported if subsequent investigations reveal impersonation or forgery.

Prohibited Items - Items that cannot be taken into the testing room include but are not limited to:

Books Briefcase Calculator/Portable Computer Calculator Watch Camera, Photographic or Scanning Device Cellular Phone Cigarette/Tobacco Product Container of any kind Dictionary Earphone Earplug (not provided by Test Center) Eraser Eyeglass Case	Food or Beverage Handbag/Backpack/Hip Pack Hat or Visor (except head coverings worn for religious reasons) Headsets or Audio Earmuffs (not provided by Test Center) Jewelry - Pendant Necklace or Large Earrings Newspaper or Magazine Non-Prescription Sunglasses Notebook Notes in any written form Organizer/Day Planner Outline Pager/Beeper	Paper (not provided by Test Center) Pen/Pencil (not provided by Test Center) Pencil Sharpener Personal Digital Assistant or Electronic Devices Plastic Bag Purse/Wallet Radio/Transmitter/Receiver Ruler/Slide Ruler Study Material Tape/Disk Recorder or Player Umbrella Watch Weapon of any kind
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