

# Glossary

**18-Month Rule:** Time frame allotted for a candidate to pass the remaining sections from the date of the first exam “passed”.

**Accreditation:** A certification issued to an educational institution in response to meeting certain standards set forth by a regulatory third party.

**Authorization to Test (ATT):** A notification sent to the National Association of State Boards of Accountancy (NASBA) once a candidate submits an exam application and it is approved by the ILBOE which is required in order to generate the Payment Coupon.

**Business Communication (BC):** Coursework that requires students to transmit information that is suitable for conversation-oral or written in a business environment.

**Business Ethics (BE):** Coursework that requires students to examine moral issues in a business environment.

**Certification:** Issued when a candidate has passed the Uniform Certified Public Accountant (CPA) and Ethics exams and is issued a certificate number but is not yet licensed.

**Domestic:** Education from U.S. or domestic institutions (**including** study abroad).

**Ethics Exam:** An American Institute of Certified Public Accountants (AICPA)-issued self-study course that “reviews the revised AICPA Code of Professional Conduct and conceptual framework, the basic tenets of ethical and professional conduct and the principles of ethics” (AICPA). A score of 90 is required for successful completion. <https://www.ilboe.org/requirements/required-documents/>

**Evaluation:** The process that includes the review of official transcripts for approval to sit for the Uniform CPA exam.

**Foreign:** Education from non-U.S. or non-domestic (foreign) institutions (**excluding** study abroad).

**Hold Que:** The status for a Payment Coupon at NASBA when the ATT is received but not yet approved; therefore, the NTS cannot be generated.

**Initial Exam:** The application type submitted the very first time a candidate pays for the CPA exam-1, 2, 3 or all 4 sections selected.

**Integrated:** A course that has BC, BE or RAA requirements partially discussed in the overall content.

**International Qualification Examination (IQEX):** “An exam for accounting professionals who are members of non-U.S. professional associations that have entered into mutual recognition agreements with the U.S. International Qualifications Appraisal Board (IQAB)” (NASBA). <https://nasba.org/exams/iqex/>

**Licensure:** When a candidate has been issued a certificate number, successfully completed the required year of experience and other requirements, submitted the required application, documents and fee(s) and a license number has been issued by the Illinois Department of Financial & Professional Regulation (IDFPR).

**Notice to Schedule (NTS):** A confirmation received from NASBA that displays the exam sections for which a candidate paid. This document is used for entrance into the Prometric testing site and expires in 90 days.

**Online System:** The electronic system used by the Illinois Board of Examiners (ILBOE) for submission of applications, related payments and viewing of exam scores.

**Partial Transfer of Credit (TTC)**: Candidates who have taken and passed **less than** four (4) parts of the CPA exam in another state/jurisdiction and are seeking to obtain a certificate and/or license.

**Payment Coupon (PC)**: An invoice received from NASBA displaying the fees due for the exam section(s) selected on the ILBOE exam application, which expires in 90 days.

**Provisional**: An automatic status granted by the ILBOE to candidates who are in or about to start the last term in which, at its end, they will have met the current requirements in effect. Under this status, scores & the Re-Exam application are withheld until the final, official transcripts with all successful grades and/or degree posted from the current term are submitted and approved. <http://www.ilboe.org/requirements/domestic-and-foreign-evaluations/>

**Re-Exam**: The application type submitted every time after the Initial Exam application is submitted-1, 2, 3 or all 4 sections selected.

**Research & Analysis in Accounting (RAA)**: Coursework that requires students to systematically examine or investigate decision-making processes in accounting and communicate the conclusions of the investigations.

**Semester Credit Hour(s) (SCH)**: The amount of hours awarded for a course upon successful completion.

**Stand-Alone**: A course that has BC, BE or RAA requirements discussed as its overall content.

**Template**: A guide submitted by an institution and approved by the ILBOE which details a school's courses that meet the BC, BE and RAA requirements-integrated and/or stand-alone.

**Term**: A specified amount of time designated for the start and finish of an institution's course for SCH or Pass/Fail credit, which can be designated as a quarter, semester or trimester.

**Total Transfer of Credit (TTC)**: Candidates who have taken and passed **all** four (4) parts of the CPA exam in another state/jurisdiction but **do not** hold a certificate/license from that or any other state/jurisdiction.