



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

License qualifications for:

Certified Public Accountant (065)

Effective: 6/2018
Revised: 09/2025

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for registration in the State of Illinois. Carefully review this information as it will assist you in applying for your certification and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>)
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420 or email us at FPR.PSSUnit@Illinois.gov

QUALIFICATIONS

EDUCATION:

- A minimum of a conferred baccalaureate degree with a concentration in accounting.

EXAMINATION:

- Successful passage of all sections and requirements of the Uniform Certified Public Accountant Examination.

EXPERIENCE:

- Acceptance of examination requirement: Applicants applying for licensure by acceptance of examination must submit a minimum of at least one year of full-time experience, or its equivalent, providing any type of service or advice involving the use of accounting, attest, management advisory, financial advisory, tax or consulting skills that may be gained through employment in government, industry, academia, or public practice.
 - Acceptable experience starts after conferral of the bachelor's degree or at least 120 credit hours in the case of a dual degree (bachelor's/master's) scenario.

REQUIRED SUPPORTING DOCUMENTS

EXAM & LICENSE CERTIFICATION:

- Initial license applicants: Please upload an official copy of your Illinois CPA Certification, received from the Illinois Board of Examiners (IL BOE).
 - *If you passed the exam outside of Illinois, you must submit your exam scores to the IL BOE.*
 - *Your education must match the IL BOE education requirements from the day you first sat for and passed the CPA exam.*
 - *Otherwise, you must become licensed in that jurisdiction and apply via Endorsement.*
- Endorsement license applicants: Please contact your current jurisdiction board and request an exam and license certification/verification to be sent to the Illinois jurisdiction. The certification must be sent directly from that board to FPR.PSSUnit@illinois.gov for acceptance.

EXPERIENCE:

- The form is available here: <https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/f1218pa.pdf>
- A separate form shall be completed and signed by applicant's designated supervisor or the authorized agent of the employer and emailed from the supervisor directly to FPR.PSSUnit@illinois.gov

CPE REQUIREMENT:

- If you are applying for licensure via acceptance of examination and your CPA certificate was issued more than 4 years prior to applying for licensure, you must upload proof listing a minimum of 90 hours of the verifiable category of CPE, including 4 hours covering the subject of professional ethics within 3 years immediately preceding the application for licensure.

A copy of the required PA-RF form is available here:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dpr/il486-1232.pdf>

IMPORTANT INFORMATION ONCE LICENSED

- Upon satisfying the applicable requirements, your application will be approved, and you will receive an email notification that your license has been issued and will include a link to download your license.
- All CPA licenses expire every three years on September 30th, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.