

VBOA processing time lines

Have you sent the Virginia Board of Accountancy a CPA exam application or started the process to become a licensed CPA after passing the exam? Below you will find VBOA processing time lines for exam candidates, firm and individual licensure.

Service	Processing time*
CPA exam application	<ul style="list-style-type: none"> 2-3 weeks after the last transcript is received
CPA exam score transfer	<ul style="list-style-type: none"> 7-10 business days from the date the check was received
Licensing documents and application	<ul style="list-style-type: none"> 2-5 business days once a document is received before the online checklist is updated
License verification	<ul style="list-style-type: none"> 7-10 business days from the date the fee was received (online or check)
License reinstatement	<ul style="list-style-type: none"> 7-10 business days from the date the fee was received (individual or firm)

*The VBOA tries to meet all processing times; however, there may be circumstances that prevent specific processing time lines from being met. Contact boa@boa.virginia.gov with any questions.

CPA exam candidates

Exam application

Exam candidates apply to take the CPA exam by logging online and [creating an account](#). Review the [CPA exam testing process](#) for a step-by-step guide.

- **Processing time:** 2-3 weeks after the last transcript was received. Candidates will receive an email notification from the VBOA regarding eligibility status.
- Email boa@boa.virginia.gov to confirm when and if the transcript was received.

Exam score transfer

Request an exam score transfer if you have passed the Virginia CPA exam and want to transfer your scores to another state. The exam score transfer fee is \$25.

- **Processing time:** 7-10 business days from the date the \$25 check was received.
- Please allow for an additional 1-2 weeks for the receipt and processing of the scores by the corresponding board of accountancy before requesting the VBOA send an additional document.

Licensing: individual and firm

Licensing documents and application

Once you have passed the CPA exam, the VBOA must receive a number of documents prior to licensure. Review the [VBOA licensing requirements](#) for a step-by-step guide.

- **Processing time:** 2-5 business days once a document is received before the candidate will see their [online checklist](#) updated.

Once all documentation has been submitted, processed and the checklist is complete, you will receive email notification from the VBOA indicating:

- Issued CPA license (individual or firm)
or
- Pending documents still needed

Virginia licensees

License verification

For Virginia CPAs applying for licensure in another state, you will need to request license verification from the VBOA. You can access this automatic process by logging online to your [licensing account](#) with your user ID and password. The online fee for automatic verification is \$25.

For manual verification, mail a written request with a check for \$50. The license verification, or Letter of Good Standing, includes CPA exam scores, confirmation of AICPA Ethics Exam, status of CPA license and any disciplinary actions.

- **Processing time:** 7-10 business days from the date the fee was received (online or check).

License reinstatement

The individual license reinstatement fee is \$350 while the firm license reinstatement fee is \$500. All reinstatement forms can be found on the VBOA website at www.boa.virginia.gov/Forms.

- **Processing time:** 7-10 business days from the date the fee was received (individual or firm). If any additional documentation is required, the candidate will be emailed within that time frame.

If you have additional questions regarding VBOA processing times, please email boa@boa.virginia.gov.