

# THE ACCOUNTING ROADMAP TO SUCCESS

TRANSFORMING LIVES



COLLEGE OF BUSINESS  
COLORADO STATE UNIVERSITY



# MESSAGE FROM THE CHAIR

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Hello from the Department of Accounting at Colorado State University's College of Business! My name is Lisa Kutcher and it is my privilege to serve as the Chair of the Department of Accounting.

We, as accounting faculty, are preparing our students to become productive members of the accounting profession and business community. An important priority of our department is to ensure the best possible career success for each of our accounting graduates. Our faculty values our students and works toward that priority by providing (1) a relevant and rigorous curriculum and (2) professional development and leadership opportunities. Our emphasis in these areas helps transform our students into successful business professionals. Overall, the growth and reputation of our graduate and undergraduate programs continue to be strong. The accounting program is truly a cornerstone program, attracting the best and the brightest students in the College of Business. We are excited that you have chosen, or are considering, becoming a part of our accounting family.

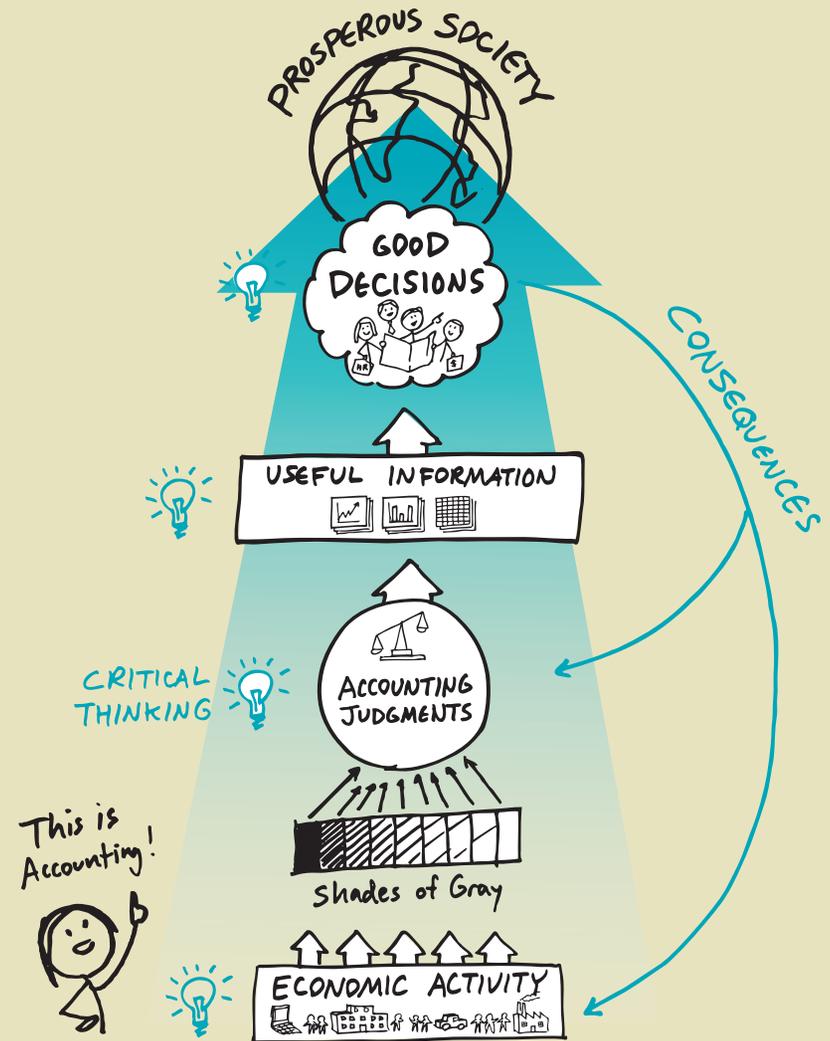
Use this Roadmap to Success to explore and understand the opportunities available to you in the Department of Accounting and the accounting profession. Please contact me or other accounting department faculty noted throughout if you have questions or would like additional information.

Sincerely,

*Lisa*

Lisa Kutcher  
 Professor and Chair  
 Department of Accounting  
 lisa.kutcher@colostate.edu

# WHAT IS ACCOUNTING?



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# SUCCESSFUL STUDY APPROACH

A strong academic record is critical to your career success. Repetition is critical to academic success. This success can be achieved by following an organized approach to study:

- 1.** Before class, read the assigned material to become familiar with the concepts.
- 2.** Attend and actively participate in class, listen to the lecture/discussion, and practice on all in-class exercises.
- 3.** Reread the assigned material thoroughly and create a condensed outline of the material.
- 4.** Complete your homework assignments while referring back to similar examples in the chapter and your class notes.
- 5.** Review the chapters and assignments before each exam as well as complete additional exercises.
- 6.** Practice! You need to understand all the material, not just memorize it. Exams are designed to measure your understanding. You can find sample problems in your class materials and outside resources.
- 7.** Work with a tutor, even if you think you know the material.

# GUIDANCE BY YEAR

## FRESHMAN & SOPHOMORE

- Meet with your academic advisor to develop a plan of study.
- Build academic credentials early – start your college career strong.
- Visit the Career Management Center in 210 Rockwell Hall West to start building your resume and learn about EPIC, an interactive career development and resource course accessible in Canvas.
- Join Professional Accounting Society (PAS) while enrolled in ACT 210.
- Start building your professional network by participating in relevant networking activities.
- Enroll in ACT 211 to learn what you need for a successful accounting-related career.
- Apply for scholarships.

## JUNIOR

- Visit the College of Business Career Management Center to learn about the HandShake job posting system.
- Register on HandShake at <https://colostate.joinhandshake.com/login>.
- Participate in one or more mock interviews.
- Join Beta Alpha Psi while enrolled in ACT 220 or no later than ACT 311/ACT 321.
- Be actively involved in BAP or PAS (officer positions, committees).
- Attend Meet the Firms event in the fall and Spring Accounting Networking Event (SANE) in the spring.
- Continue to network and attend all recruiting and networking events.
- Participate in development and leadership opportunities (case competitions, merit work-study, community and campus involvement).
- Apply for and attend Summer Leadership Programs (SLPs).
- Take the GMAT no later than junior year.
- Maintain strong academic credentials.
- Apply for scholarships.
- Map out your 150-hour plan.
- Plan your timing to take the CPA exam.

## SENIOR

- Maintain active involvement in BAP or PAS (officer positions, committees).
- Maintain active involvement in networking and recruiting.
- Interview for an internship early in the fall semester.
- Apply for the MAcc program.
- Apply for a GTA position.
- Apply for scholarships.
- Intern during spring, summer, or fall semester (even multiple internships).

# BETA ALPHA PSI (BAP)

## WHAT IS BAP?

Beta Alpha Psi is an international honorary organization for accounting, finance, and information systems students and professionals. The primary objective of BAP is to encourage and give recognition to scholastic and professional excellence in accounting. This objective includes promoting the study and practice of accounting, providing opportunities for self-development, service, and association among the members and the practicing professionals and encouraging a sense of ethical, social, and public responsibility.

## REQUIREMENTS FOR CANDIDACY

- Enrolled in or completed at least ACT 220, CIS 210, or FIN 300
- Must have a cumulative 3.0 GPA or a 3.25 on most recent 30 semester hours

*You can find more information about Beta Alpha Psi at <https://biz.colostate.edu/beyond-the-classroom/clubs-and-organizations>*

## REQUIREMENTS FOR A CANDIDATE TO BECOME A MEMBER

- Completed at least one upper division ACT, CIS, or FIN course
- Attained a cumulative GPA of 3.0 in upper division ACT, CIS, or FIN courses
- Attained a cumulative GPA of 3.0 in all subjects or a 3.25 on most recent 30 semester hours
- Completed a minimum of eight hours of community service activities and eight hours of professional activities in the semester preceding membership

## BENEFITS

Participating in BAP allows you to network with accounting professionals, which is the ultimate pathway to participating in a Summer Leadership Program, obtaining an internship, and a full-time career position.

## HOW TO APPLY

Attend the Informational Meeting (usually held the second Tuesday evening of the semester) for more details and to learn how to apply.

## WHEN TO JOIN

Applications are accepted at the beginning of every fall and spring semester. Generally, the application deadline is two weeks after the Informational Meeting. Join while enrolled in ACT 311/ACT 321, CIS 320, or FIN 310!



# PROFESSIONAL ACCOUNTING SOCIETY

The Professional Accounting Society (PAS) is an organization managed by Beta Alpha Psi for students interested in accounting, finance, or information systems, but unable to join Beta Alpha Psi. PAS is viewed as the pathway to Beta Alpha Psi; therefore, this organization is a great way for freshmen and sophomores to become engaged with Beta Alpha Psi prior to becoming eligible for membership. Students may continue as

PAS members throughout their academic career at CSU.

## BENEFITS

PAS members are invited to all Beta Alpha Psi professional meetings, including the light dinner that is served prior to each meeting. Membership in PAS and attendance at these meetings will give you invaluable insight to opportunities in accounting. In addition, PAS status will

distinguish you among your peers and can give you a jump start on making contacts for internships.

## HOW TO APPLY FOR MEMBERSHIP

Attend the Beta Alpha Psi Informational Meeting (usually held the second Tuesday evening of the semester) for more details and to learn how to apply.

# VARIOUS ACCOUNTING CAREER PATHS

## WHY ACCOUNTING?

The accounting profession is experiencing demand for accounting professionals who can meet the challenges of a dynamic and global marketplace. Today's accountants are important members of their organizations, using their business expertise, communication, interpersonal skills, and accounting knowledge to improve organizational decision making. Accountants play a key role in the continued growth of a prosperous society.

## WHAT ARE A FEW CHARACTERISTICS THAT ARE COMMON AMONG SUCCESSFUL ACCOUNTANTS?

- Critical thinking and analytical skills – ability to work well with numbers and understand what they mean.
- Ethical decision-making skills – ability to apply proper ethical framework to various business decisions.
- Information technology skills – ability to use technology to accomplish financial tasks.
- Research skills – ability to find and focus on relevant facts while ignoring other information coupled with traits of curiosity and flexibility.
- Interpersonal and communication skills – ability to communicate verbal or written information effectively.

## WHAT CAN YOU DO WITH AN ACCOUNTING DEGREE?

Paths in accounting include, but are not limited to, careers in:

- Corporate Managerial Accounting
- Government/Not-for-profit Accounting
- Public Accounting/Professional Skills

## ACT COURSE THAT COVERS ACCOUNTING CAREER OPTIONS AND SKILLS

### ACT 211 – ACCOUNTING PROFESSIONAL SKILLS



# CAREERS IN CORPORATE/MANAGERIAL ACCOUNTING

## WHAT IS MANAGERIAL ACCOUNTING?

Managerial accounting, also known as industry or corporate accounting, is the discipline of providing accounting or financial analysis services within an organization. Roles range from cost accounting, bookkeeping, accounts receivable, financial statement preparation, budgeting and forecasting, financial analysis, and advising management on appropriate courses of action based on relevant accounting information such as cost efficiencies.

## BENEFITS OF CAREERS IN MANAGERIAL ACCOUNTING

There are many different types of job opportunities in this discipline and all companies have some degree of need for internal accounting services. Working as a management accountant for an organization gives you an internal perspective of how the business operates and its industry.

## JOB OPPORTUNITIES IN MANAGERIAL ACCOUNTING

Cost accountant, bookkeeper, internal accountant, internal auditor, financial analyst, tax accountant, management accountant, and more.

## COMPANIES THAT EMPLOY MANAGERIAL ACCOUNTANTS

Virtually all companies need some degree of internal accounting services, ranging from Fortune 500 companies to small privately-owned businesses.

## ACT COURSES THAT COVER MANAGERIAL ACCOUNTING CONCEPTS

**ACT 220 – INTRO TO MANAGERIAL ACCOUNTING**

**ACT 321 – COST MANAGEMENT**

**ACT 350 – ACCOUNTING INFORMATION SYSTEMS**

## CERTIFICATIONS RELEVANT TO MANAGERIAL ACCOUNTING

- Certified Management Account (CMA)
- Certified Internal Auditor (CIA)
- Certified Public Accountant (CPA)

If you would like more information about opportunities in managerial accounting, please contact [bill.rankin@colostate.edu](mailto:bill.rankin@colostate.edu) or visit the Career Management Center.

# CAREERS IN GOVERNMENT/NOT-FOR-PROFIT(GNP) ACCOUNTING

## WHAT IS GOVERNMENT/NOT-FOR-PROFIT ACCOUNTING?

The discipline of accounting that deals with governmental or not-for-profit organizations. The accounting and auditing standards for GNP entities differ from their corporate counterparts.

## BENEFITS OF CAREERS IN GOVERNMENT/NOT-FOR-PROFIT ACCOUNTING

There are numerous opportunities in GNP, since the vast number of state and local governments, not-for-profit organizations, and federal agencies throughout the United States require accountants and auditors.

## JOB OPPORTUNITIES IN GOVERNMENT/NOT-FOR-PROFIT ACCOUNTING

Accountant, auditor, finance director, financial manager, executive director.

## ORGANIZATIONS THAT EMPLOY GOVERNMENT/NOT-FOR-PROFIT ACCOUNTANTS

State and local governments, special districts, federal agencies, federal government, not-for-profit organizations – voluntary health and welfare organizations, colleges and universities, health care organizations.

## ACT COURSE(S) THAT COVER GOVERNMENT/NOT-FOR-PROFIT ACCOUNTING CONCEPTS

### ACT 570 – GOVERNMENTAL AND NON-PROFIT ACCOUNTING

## CERTIFICATIONS RELEVANT TO GOVERNMENT ACCOUNTING

- Certified Government Financial Manager (CGFM)
- Certified Public Finance Officer (CPFO)
- Certified Government Auditing Professional (CGAP)

*If you would like more information about opportunities in GNP accounting, please contact [Laurence.Johnson@colostate.edu](mailto:Laurence.Johnson@colostate.edu) or visit the Career Management Center.*

# WORKING AT A PUBLIC ACCOUNTING/PROFESSIONAL SERVICES FIRM

## WHAT IS A PUBLIC ACCOUNTING / PROFESSIONAL SERVICES FIRM?

Public accounting / professional services firms deliver many services including audit, tax, consulting, financial advisory, forensics, risk management, tax, and related services across many industry sectors. These firms provide services to many types of clients including public companies, private companies, not-for-profit organizations, governmental entities, and individuals.

## BENEFITS OF CAREERS IN A PUBLIC ACCOUNTING/PROFESSIONAL SERVICES FIRM

The services provided are in high demand by companies everywhere. Public accounting offers challenging and rewarding work, as well as incredible experience. As a client service industry, the work is often dynamic and diverse. Professionals in this discipline are often highly sought after by companies for high level management positions due to their diverse and solid experience.

## JOB OPPORTUNITIES IN PUBLIC ACCOUNTING

Auditor, tax preparer, advisory consultant, and business and IT consultant.

## FIRMS

Large international firms  
National firms  
Regional firms  
Local firms

## RELEVANT CERTIFICATIONS

Certified Public Accountant (CPA)  
Certified Information Systems Auditor (CISA)  
Certified Internal Auditor (CIA)

## ACT COURSES

**ACT 210 –  
INTRODUCTION TO  
FINANCIAL ACCOUNTING**

**ACT 311/312 –  
INTERMEDIATE ACCOUNTING  
I AND II**

**ACT 411 –  
ADVANCED ACCOUNTING**

**ACT 330 –  
INTRODUCTION TO  
TAXATION**

**ACT 441 –  
AUDITING PRACTICES**

*If you would like more information about working in public accounting, please contact [Kristen.Reilly@colostate.edu](mailto:Kristen.Reilly@colostate.edu), or visit the Career Management Center.*

# EXTERNAL AUDIT, TAX, AND CONSULTING/ADVISORY

## DIFFERENCES BETWEEN EXTERNAL AUDIT, TAX, AND CONSULTING?

These are all offered at most public accounting firms; and while they are similar in that they are a client service, they are different in nature.

### AUDIT

The field of auditing involves examining a company's financial statements to give an opinion on whether they are presented "fairly," in conformity with Generally Accepted Accounting Principles. Publicly traded companies are required by law to release audited financial statements. Non-public companies may do so to secure a bank loan, for example.

Typically, auditors travel for their work, be it locally, nationally, or internationally, and they spend more time on the client site than in the office. They also interact with clients and work with teams.

Auditors gain both a broad and deep understanding of how businesses operate and as such, after significant auditing experience they are often highly sought after for high level accounting positions in industry (e.g., Controller, CFO).

### TAX

Individuals and organizations are required by law to submit tax returns to the IRS. Tax accounting involves preparing tax returns for business entities, individuals, and other organizations. It can also involve consulting-type work surrounding tax implications of particular business decisions.

Typically, tax accountants work more at the office than offsite. They often work closely with other staff, managers, and clients.

Tax accountants have a solid understanding of tax law and regulations, how they could potentially impact a client, and strategic methods for minimizing tax liability.

### CONSULTING/ADVISORY

Accounting consulting and advisory services are very broad and can include many services such as general business and information technology risk transformation, IT assurance, internal audit, internal controls testing, and performance improvement in areas of finance, supply chain, and customers. These services help companies protect their business, improve performance, and enable change.

Consulting/advisory professionals often work at the client site, whether it be locally, nationally, or internationally. As such, there is often a lot of travel associated with this type of career. Similar to audit, there is a lot of client and team interaction.

Consulting is a constantly changing and evolving field and includes a very diverse range of services. Many services are considered to be positioned between management strategy consulting and systems integration and implementation consulting.

# SUMMER LEADERSHIP PROGRAMS

## WHAT ARE SLPs?

Summer Leadership Programs (SLPs) are events held by all the large international public accounting firms and several of the national, regional, and local public accounting firms. They are traditionally one- to four-day programs in which you travel (usually to the firm's office) to learn about the firm, its services, and its culture. These programs help firms identify promising candidates and also help students identify firms they are interested in.

The large international public accounting firms hold both local and national SLPs. Local programs are typically held at the firm's Denver office and national programs can be held anywhere in the United States. National programs are much more selective with only about 100-400 students per firm invited yearly from across the nation.

## BENEFITS OF PARTICIPATING IN SLPs

- Excellent opportunity to take the first steps toward a potential internship/full-time position.
- Distinguishes you amongst your peers and gives you a competitive edge in recruiting.
- Gives you invaluable opportunities to meet with people, learn about firm culture, and explore different service lines.
- Opportunities to network with professionals and students.
- Interesting and distinguished speakers.
- Participate in fun and engaging team-building activities.
- May result in early offer or exemption from first and/or second round interviews at the discretion of the firm.

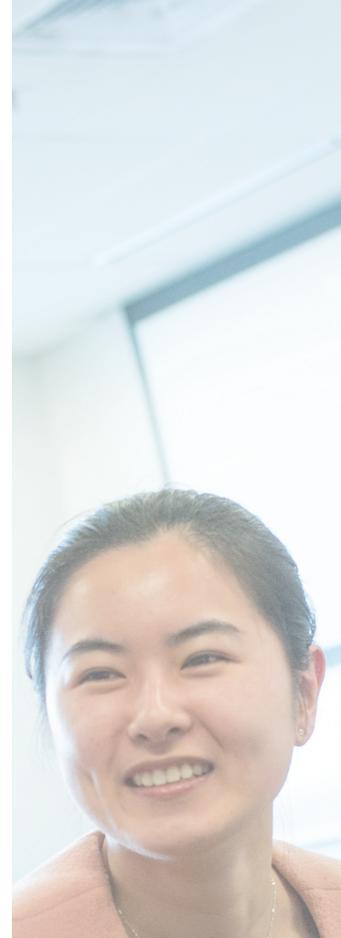
## SPRING ACCOUNTING NETWORKING EVENT

- Opportunity to meet and interact with firm representatives prior to interviews for SLPs sponsored by Beta Alpha Psi, and open to all accounting students.

## WHEN TO APPLY

The application process takes place in spring and the SLPs are scheduled sometime in the summer months. Students should apply in the spring semester of their junior year and attend the programs in the summer between their junior and senior year (or two years prior to being eligible for full-time employment).

*Please visit the Career Management Center in 210 Rockwell Hall West for more information about SLPs.*



## HOW TO APPLY:

APPLICATIONS ARE SUBMITTED VIA HANDSHAKE AND/OR A FIRM'S WEBSITE.

A RESUME IS REQUIRED FOR ALL APPLICATIONS AND A COVER LETTER MAY BE REQUIRED, DEPENDING ON THE FIRM.

# ACCOUNTING INTERNSHIPS

## BENEFITS OF DOING AN INTERNSHIP

- Often results in job offers
- Offers tremendous experience and training
- Gives invaluable insight into working for a firm full-time
- Generous compensation
- Can receive up to six academic credits that count as upper-division elective credits

## TYPICAL TIMING OF INTERNSHIPS

**Industry:** Full-time internships are generally available during the summer.

**Public Accounting:** Full-time internships are available in the areas of Audit, Tax, and Consulting/Advisory during winter (Jan - Apr) and summer (May-Aug). Winter is sometimes referred to as “busy season” for public accounting firms in the areas of Audit and Tax, and will give students experiences similar to a full-time staff accountant. Consulting/Advisory internships may be available during fall (Sept - Dec). Some local firms will also offer part-time internships year round.

If you are interested in doing a busy season internship, consider adjusting your schedule by doing things like: staying an extra semester; taking eight-week courses during spring semester; taking a semester off; or making up courses over the summer or online. The Accounting Department offers ACT 411, ACT 441, and ACT 540 during the last eight weeks of Spring semester, so that students can intern during the first part of the semester and take courses during the last eight weeks of the semester. There are also online Accounting courses offered during Spring semester so that students can complete a busy season internship while taking courses online.

## WHEN TO DO AN INTERNSHIP

Most firms prefer students to intern with them one year before they are eligible for full-time employment. For students pursuing a MAcc, this means that it would be best to apply for an internship prior to entering the MAcc Program.

*Please refer to Handshake for internship opportunities. Contact Kristen. Reilly@colostate.edu, if you have any questions about receiving academic credit for your internship.*

# RESUME

**BEN COUNTER**  
Fort Collins, CO • Ben.Counter@colostate.edu • (970) 555-5555 • www.linkedin.com/in/bencounter

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**OBJECTIVE:** To obtain an audit internship for summer 20XX

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**EDUCATION**

Colorado State University, Fort Collins, CO December 20XX  
Bachelor of Science: Business Administration **Major GPA: 3.94**  
Concentration: **Accounting** Overall GPA: 3.73  
• Eligible to sit for CPA Exam December 20XX

Northeastern Junior College, Sterling, CO May 20XX  
Associate of Science

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**ACCOUNTING EXPERIENCE**

**Volunteer Income Tax Association (VITA)**, Fort Collins, CO January 20XX - April 20XX  
Tax Preparer  
• Prepared over 200 income tax returns in 3 months  
• Worked over 40 hours a week while maintaining full academic workload  
• Created relationships with low income Spanish speaking families within the community by successfully utilizing bi-lingual abilities  
• Achieved 100% accuracy with all filed tax returns

**Deloitte**, Summer Leadership Program, Denver, CO July 20XX  
**KPMG**, Summer Leadership Program, Denver, CO July 20XX  
**Soukup, Bush & Associates**, Summer Leadership Program, Fort Collins, CO July 20XX

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**LEADERSHIP & INVOLVEMENT**

**Beta Alpha Psi** August 20XX - Present  
Vice President / Member  
• Organized Meet the Firms Night requiring the coordination of over 100 companies

**Colorado State University Athletics** April 20XX - April 20XX  
Cheerleader  
• Assisted with CSU fundraisers that successfully raised over \$60,000  
• Volunteered over 250 hours per semester for community and fundraiser events

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**CUSTOMER SERVICE EXPERIENCE**

**Egg & I**, Greeley, CO July 20XX - Present  
Server  
• Provided exceptional customer service to over 50 guests per shift resulting in numerous return customers  
• Communicated orders to kitchen accurately resulting in favorable ratings on 100% of comment cards

**Anderson & Associates**, Greeley, CO May 20XX – August 20XX  
Administrative Assistant  
• Managed schedules and provided introductory information to clients in a busy, local financial services firm  
• Developed client intake information sheet resulting in increased efficiency for staff

**Note: This is just a sample resume, demonstrating how the formatting could look. For specific resume or cover letter assistance see Career Management Center.**

# THE MASTER OF ACCOUNTANCY (MAcc)

## WHY SHOULD YOU ENROLL?

- The CSU College of Business Master of Accountancy Program is AACSB accredited.
- MAcc students have a higher success rate on the Uniform CPA Exam.
- Students gain excellent research, oral, and written communication skills, which are highly valued by today's employers.

## ABOUT THE MAcc PROGRAM

- 30 semester hour non-thesis degree program.
- The MAcc can be completed in as little as one year of full-time study.
- In addition to the core required courses in the major subfields of accounting, students may opt for a specialized focus in Taxation; Financial Analysis, Auditing, and Reporting; or Data Analytics and Systems.

## ELIGIBILITY REQUIREMENTS FOR ADMISSION\*

The Admissions Committee for the Master of Accountancy (MAcc) program takes a holistic approach when making admissions decisions. To this end, the Committee evaluates student application candidates based on a number of criteria, including:

- Undergraduate academic record and grade point average
- GMAT score
- English proficiency
- Communication ability

*\*There are several prerequisite courses for admission consideration to this program.*

*For more detailed information about the application process, please visit [www.CSUMAcc.com](http://www.CSUMAcc.com) or contact [Derek.Johnston@colostate.edu](mailto:Derek.Johnston@colostate.edu)*

# APPLYING TO THE MAcc PROGRAM & TAKING THE GMAT

## WHAT IS THE GMAT?

The Graduate Management Admission Test is a standardized test used as criteria for admission into graduate business programs throughout the United States.

## Sections on the GMAT:

- Analytical Writing Assessment
- Integrated Reasoning
- Quantitative
- Verbal

Scores range from 200 to 800. This raw score is comprised solely of performance in the Quantitative and Verbal sections of the exam. The Analytical Writing Assessment and Integrated Reasoning sections are scored separately and do not affect your raw score.

## TO BEGIN

the application process, see the following website:

<https://biz.colostate.edu/academics/graduate-programs/master-of-accountancy/how-to-apply>

## TO REGISTER FOR THE GMAT

Go to [www.mba.com](http://www.mba.com)

## WHEN SHOULD I TAKE THE GMAT?

Students should take the GMAT as early as possible to allow more time to retake it if their desired score is not achieved.

## HOW TO STUDY

Websites that serve as good resources for review materials, tips for success, and other information are:

- [www.beatthegmat.com](http://www.beatthegmat.com)
- [www.gmatclub.com](http://www.gmatclub.com)

Online practice tests are available to students when they register for the exam. GMAT review materials are available at most bookstores. More extensive review materials can be purchased online.

# TAKING THE CPA EXAM

## WHAT IS THE CPA EXAM?

- The Uniform CPA Exam is one of the “Three Es” – Education, Examination, and Experience – that are required for licensing as a Certified Public Accountant.
- The CPA Exam is divided into four sections:
  - Financial Accounting and Reporting (FAR)
  - Business Environment and Concepts (BEC)
  - Auditing and Attestation (AUD)
  - Regulation (REG)

## COLORADO EDUCATION REQUIREMENTS TO TAKE THE CPA EXAM

Must have a Baccalaureate Degree, with at least 120 completed semester hours. Of those:

- 27 accounting hours at a C grade or higher
  - Only 6 may be at an introductory/principles level
  - 3 hours must be in auditing
- 21 non-accounting business hours
  - Only 9 may be at an introductory/principles level
  - All semester hours must be non-duplicative
- No more than 6 hours can be from a single subject area

This is just a summary. More detail may be found at:

<https://nasba.org/exams/cpaexam/colorado>

## EDUCATIONAL REQUIREMENTS FOR CPA LICENSING

Requirements to be licensed as a CPA vary by state. In Colorado, a person meets the requirements necessary to be licensed as a CPA if the applicant:

- Education – Must have a Baccalaureate Degree, with at least 150 completed semester hours. Of those hours:
  - 33 Accounting hours (only 6 introductory/principles, 6 hours auditing, 3 hours accounting ethics); must have a C grade, or higher
  - 27 non-accounting business hours (only 9 introductory/principles level)
  - All semester hours must be non-duplicative
- Examination – Pass all 4 parts of the Uniform CPA exam AND the AICPA ethics exam



- Experience – 1 year of work experience, including 1,800 hours that are verified by an actively licensed CPA

This is just a summary. More detail may be found at: <https://nasba.org/licensure/nasbalicensing/colorado/>

For more information, including details on experience and ethics exam requirement, visit <https://www.colorado.gov/pacific/dora/Accountancy>. In the middle of the page, under Laws, Rules, and Policies, click “Accountants Practice Act” or email Chris Ritsema at - [cob\\_cpa\\_advisor@colostate.edu](mailto:cob_cpa_advisor@colostate.edu).

## OTHER RELEVANT CERTIFICATIONS

Certifications are a great way to distinguish yourself and highlight your expertise. They should be considered as they relate to your career goals. Many employers assist their employees in paying for some or all of the review materials and examination fees.

Here are a few certifications in addition to the CPA that could assist you in your specific career objectives:

- Certified Management Accountant (CMA)
- Certified Fraud Examiner (CFE)
- Certified Government Financial Manager (CGFM)
- Certified Public Finance Officer (CPFO)
- Certified Government Auditing Professional (CGAP)
- Certified Information Systems Auditor (CISA)
- Certified Information Technology Professional (CITP)
- Certified Internal Auditor (CIA)
- Enrolled Agent (EA)

This list is not comprehensive, but illustrates many different types of certifications you can pursue as an accountant. For more information please visit: [http://www.accountingweb.com/sites/default/files/guide\\_to\\_certifications\\_robert\\_half.pdf](http://www.accountingweb.com/sites/default/files/guide_to_certifications_robert_half.pdf) or research various certifications online.



# HELPFUL HINTS TO AN INTERNSHIP

- Get involved with company recruiters as early as you can – sophomore year or beginning of junior year.
- Join PAS and Beta Alpha Psi as soon as you are eligible to begin making recruiting contacts for internships.
- Build relationships with recruiters and firm employees; these relationships are key to getting an internship offer.
- Recruiters invite students involved in BAP to socials and recruiting events.
- Recruiters look for students with good grades, communication skills and leadership experience.
- Attend Meet the Firms in the Fall to meet and interact with firms prior to interviews for internships.
- Pursue an internship with a firm in the city where you want to work full-time. Recruiters hire their full-time staff with their prior year interns.
- Attend all socials sponsored by a firm located in the city you want to work full-time. Even if you cannot stay the entire time, you must at least make an appearance at all socials/events.
- Email your recruiting contacts after an event expressing your appreciation.
- Ensure all communication with recruiters and firm employees is professional, polite, thoughtful, and genuine.
- Respond to all emails from any recruiter or firm employee as promptly as possible.
- Attend the Spring Accounting Networking Event to meet and interact with firms prior to interviews for Summer Leadership Programs.
- Apply to all Summer Leadership Programs — remember what these can do to help start your career.
- Attend all SLPs if you receive an invitation.
- If it is not possible to attend a SLP, inquire about an office visit during the summer before fall internship interviews.
- Act and dress in a professional manner; dress conservatively.
- Do not consume alcohol at socials or events.
- Reach out to trusted professors for advice on specific questions or issues.
- Take advantage of the services offered in the Career Management Center.



**COLLEGE OF BUSINESS**  
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