



# ACCREDITED PETROLEUM ACCOUNTANT®

## November 2019 Exam Application

Completed applications, along with the Verification of Education and Experience can be submitted to COPAS via email or mail. Please choose only one method of submission.

APA® Administrator  
COPAS  
PO Box 21272  
Wichita, KS 67208-7272  
Email: [APAadministrator@copas.org](mailto:APAadministrator@copas.org)

Please allow 15 days for application processing. In order to receive important electronic correspondence regarding certification, please ensure that your email program will accept emails from [xxxxx@castleworldwide.com](mailto:xxxxx@castleworldwide.com) and [APAadministrator@copas.org](mailto:APAadministrator@copas.org).

### Personal Candidate Information

Last Name:	First Name:	Middle Name:	Date of Birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	City:	State:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country:	Zip/Postal Code:	Email:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact Phone Number (if outside US, include country and city code):			
<input type="text"/>			

**Applications for the November 2019 testing window are due by September 13, 2019 (unless otherwise stated on the COPAS website).**

### Payment Information

The Exam Fee of \$425 must be submitted with this application. Should it be determined that you are ineligible to take the Exam or no further action is taken by you to continue the registration process, a refund of the Exam Fee will be made after the testing window has closed, less an Administrative Fee of \$50.

Applications received within 30 days or less of the first day of the testing window will require a Late Fee of \$75. Applications received within 20 days or less of the first day of the testing window will require the Late Fee of \$75 and will be processed at the discretion of the Board of Examiners.

## Payment Method:

Check or Credit Card:

Credit Card Number:

Expiration Date:

CVV Code:

Name and Billing Address (if different than candidate name and address):

## Education and Experience

In order to be eligible to sit for the APA® examination, candidates must meet one of the following requirements:

- Must have a four-year degree, with minimum of 12 hours in Accounting and one year of Petroleum Accounting experience
- OR
- Must have five years of Petroleum Accounting experience

## Education:

Degree Major:

School:

Year of Graduation:

Please provide a copy of your unofficial transcript to verify number of Accounting hours taken.

## Work Experience:

Employer:

Job Title:

Supervisor:

Email or

Dates of

Phone Number:

Service:

Employer:	Job Title:	Supervisor:	Email or Phone Number:	Dates of Service:

## Attestation:

I understand that in order to process my application, the COPAS APA® Administrator, Board of Examiners, or other authorized designee may verify my education and work experience. I agree to cooperate in such a review and hereby authorize release of all pertinent information to the authorized COPAS designee concerning my education and current or previous work experience. I hereby solemnly declare and affirm under the penalties of perjury, that the information provided in this application and any supporting documentation is true and correct, and I agree to abide by the APA® Code of Ethics provided to me in the APA® Candidate Handbook. I further understand I am responsible for reading and understanding the contents of the APA® Candidate Handbook.

Check here if you **do not** want your name made available to the public as an APA®.

Candidate's Signature:

Date:

Candidate's Printed Name: