



# ASCPA STUDENT NEWS

ARKANSAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

MARCH 2007

## TIPS FOR TAKING THE CPA EXAM

### BEFORE THE EXAM

- Be sure you are comfortable with the use of a computer keyboard, mouse, and common word processing and spreadsheet functions. Note, however, that the word processor and spreadsheet applications in the Exam are NOT identical to Microsoft Word or Excel features.
- Take the tutorial and sample test (several times, if necessary) available at [www.cpa-exam.org](http://www.cpa-exam.org). Pay special attention to the software features that are unique to this examination:
- History button—Use this to find the last page visited. (A Back button is not available.) By clicking on History, you will be able to obtain a list of up to 20 last page visits, in reverse order.
- Copy/Paste—You will be able to copy/paste only ONE paragraph at a time; you will be able to highlight only a block of text (NOT separate lines or words) at a time.
- Search—You will have to scroll down to view all topics returned by a search; if you spell words incorrectly, you will not receive any search results.
- Calculator—You will be able to enter numbers on the online calculator for using the keyboard or the keypad with the NumLock feature turned on. Be sure you understand how to move the calculator on the screen.
- Remember that the Exam consists of several sections (groups of multiple choice questions called testlets or simulations). You will be able to review questions within any testlet/simulation, but you will NOT be able to go back to a testlet/simulation once you have exited from it.

### SCHEDULING

Be mindful that your appointment time on your schedule confirmation is 30 minutes longer than your Exam time to allow you to complete the sign-in process and survey. The extra time is independent of the Exam time. Completing the sign-in activities quickly will not give you extra time on the Exam.

### AT THE TEST CENTER

- Bring your NTS (Notice to Schedule) to the testing center! You may not test without it.
- Bring two forms of ID to the testing center. Information on your two forms of ID must match the candidate information on the NTS with exactness.
- Arrive at least 30 minutes early and be sure to have your Exam Section Id on hand (it's provided on your Notice to Schedule) when you are seated at the workstation. You have a limited number of time available to enter your examination password.
- Be sure to follow research problem directions. If you are having difficulty entering a response in the space provided, you may not be using the expected response format.
- Report any functionality probes to the Test Center Administrator (TCA). If possible, wait until the end of the session. If you encounter a problem in a simulation, be sure to identify the TAB in which it occurred.
- Don't be distracted by any issue as long as you are able to continue testing. For Example, if your responses do not generate the expected color changes in pencil icons, continue testing. Report this matter to the TCA at the end of the session so that a report can be filed. The system will verify the capture of your responses.

### GET HELP

Uniform CPA Exam website: [www.cpa-exam.org](http://www.cpa-exam.org)

CPA Exam Information for Arkansas: [www.state.ar.us/asbpa.org/](http://www.state.ar.us/asbpa.org/)

Sample tests: [www.cpa-exam.org/lrc/exam\\_tutorial.html](http://www.cpa-exam.org/lrc/exam_tutorial.html)

Test Centers: [www.cpa-exam.org/test/index.html](http://www.cpa-exam.org/test/index.html)

Career info: [www.arcpa.org](http://www.arcpa.org) (Student Lounge)



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## BECKER CPA REVIEW

The ASCPA is pleased to offer a new member service agreement with Becker CPA Review for a discount to Arkansas Society of CPA associate and student members on the Becker Professional CPA Review for the full 4-part review course.

As an Arkansas Society of CPAs student or associate member, you will save \$250 off of the full 4-part review of either Live, Online, or CD-Rom self study review course format. Becker CPA Review classes correspond with the exam testing windows that you select.

For more information on this new member service, ASCPA members should click on the Becker icon in the Student Lounge section of the ASCPA website: [www.arcpa.org](http://www.arcpa.org) or call Becker at (800) 868-3900.

## KAPLAN CPA EXAM REVIEW

The ASCPA is pleased to offer a new member service agreement with Kaplan CPA Education for a discount to ASCPA associate and student members on the 4-part review, as well as individual exam sections.

As an ASCPA student or associate member, you can take advantage of a 25% discount on the complete package learning system which reduces the cost to \$486.75 for 1 section (\$649 retail) and \$1724.25 for all 4 sections (\$2,299 retail) combined.

ASCPA members should click on the Kaplan icon in the Student Lounge section of the ASCPA website: [www.arcpa.org](http://www.arcpa.org) or call Kaplan CPA Education at (605) 271-0593.

## MICROMASH CPA REVIEW

The ASCPA is pleased to offer a new member service agreement with ExamMatrix Learning Systems, for a discount to Arkansas Society of CPA associate and student members on the MicroMash® CPA Review for both 4-part review course purchases, as well as individual exam sections.

The retail price of the CPA Review program is \$995 for the full review and \$295 per section. ExamMatrix offers ASCPA associate and student members the discounted rate of \$845 for all 4 review exam sections, or \$270 per individual review exam section.

For more information on this new member service, ASCPA members should click on the ExamMatrix icon in the Student Lounge section of the ASCPA website: [www.arcpa.org](http://www.arcpa.org).

## 2007 ROBERT HALF SALARY GUIDE

The new 2007 Salary Guide from Robert Half Finance & Accounting and Accountemps are now in!

The Salary Guide provides projected average starting salary ranges for more than 100 accounting, finance and banking positions throughout the United States. The Salary Guide also includes information on issues currently impacting the industry.

To request your free copy of the 2007 Salary Guide, go to [www.RobertHalf.com](http://www.RobertHalf.com) click on the Salary Guide on the left side of the page and follow the instructions. Be sure to include your name and your postal mailing address where you would like the printed salary guide mailed.



## TELEPHONE INTERVIEWS

Hiring managers are investing more time in telephone interviews screenings to maximize the effectiveness of face-to-face interviews. In addition to verifying relevant abilities and experience, phone interviews are used to evaluate an applicant's interest and enthusiasm for the position.

Following are some tips for interviewing well over the phone:

- Get your thoughts in order. Be prepared to tell the prospective employer why you want the job, and why you are qualified for it.
- Use the opportunity to gather more information about the company. Do your homework. Take time to conduct preliminary research on prospective employers. This will allow you to ask targeted questions during your conversation and give you a competitive edge when it comes to securing an opportunity to interview in person.
- Be prepared. Create a "hot sheet" for every job for which you apply, and keep it close to the phone for easy accessibility. Your list should include the name of the hiring authority, questions you want to ask and points you'd like to make during the interview. Also, have a copy of your resume on hand.
- Speak formally. Approach the phone interview with the same business etiquette as you would a face-to-face interview. And smile as you answer questions, so that you come across as friendly and enthusiastic.
- Listen carefully. You'll show the interviewer you have good communication skills, and it will give you time to decide how you want to answer a given question.

*Written by Accountemps for SmartPros.com*



## AVOID THE TOP 10 INTERVIEW BLOOPERS

Whether you are interviewing for a job or an internship, don't commit these interviewing sins!

1. Poor handshake
  2. Talking too much
  3. Speaking negatively about employers
  4. Showing up late
  5. Treating the receptionist rudely
  6. Asking about benefits, vacation time or salary
  7. Verbal ticks, (um, like, etc.)
  8. Not enough eye contact
  9. Failure to communicate effectively
  10. Not preparing for the interview or researching the company and job description in advance.
- Remember to avoid these things, and good luck!

## TIPS TO MANAGING YOUR CREDIT WISELY!

Make a realistic evaluation of how much money you can expect to bring in each month, either through student aid, an allowance, or a part-time job. Compare that figure against monthly expenditures.

Make sure you understand the importance of living within your means. Don't put off until graduation what you can pay for today, so to speak.

Select the best credit card. Study credit card offers closely to determine which card is best for your situation.

Pay bills on time and in their entirety. At least pay more than the minimum due, otherwise the outstanding balance collects interest, which keeps the amount owed from being reduced.

Get into the habit of examining monthly statements to monitor how much and what is being spent and watch out for mystery charges.

Don't underestimate debit cards and store credit cards. Debit cards deduct funds directly from a checking account, so you cannot spend more than you have in the bank.

# APPLICATION FOR STUDENT MEMBERSHIP



## ARKANSAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

11300 Executive Center Drive, Little Rock, AR 72211-4352  
501-664-8739 / 800-482-8739 in Arkansas / Fax 501-664-8320

Name \_\_\_\_\_  
First Middle Last Suffix

Nickname \_\_\_\_\_ Spouse Name \_\_\_\_\_

Gender  Male  Female AICPA Member?  Yes  No Preferred mailing address  Home  Office

Date of Birth \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name of College or University \_\_\_\_\_

City / State \_\_\_\_\_

Class Level (Junior, Senior, etc.) \_\_\_\_\_

Residence Street Address \_\_\_\_\_ Zip+4 \_\_\_\_\_

Residence PO Box \_\_\_\_\_ Zip+4 \_\_\_\_\_

Residence City / State \_\_\_\_\_ County \_\_\_\_\_

Residence Phone ( ) \_\_\_\_\_ Residence Fax ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Street Address \_\_\_\_\_ Zip+4 \_\_\_\_\_

Firm PO Box \_\_\_\_\_ Zip+4 \_\_\_\_\_

Firm City / State \_\_\_\_\_ County \_\_\_\_\_

Firm Phone ( ) \_\_\_\_\_ Firm Fax ( ) \_\_\_\_\_

Job Title \_\_\_\_\_

You will be assigned to the Chapter in which your preferred mailing address is located. However, if you wish to participate in a different Chapter, please indicate your preference below:

- Central  Delta  Northwest  Ozark  Southeast  Valley  
 DeGray  Northeast  Ouachita  South  Texarkana  Western

Please indicate the legislative districts (district number only) in which you reside for the following:

House \_\_\_\_\_ Senate \_\_\_\_\_ Congressional \_\_\_\_\_

Race / Ethnic Identification: (Optional Information)  African American  Caucasian  
 Native American  Asian Pacific  Hispanic  Other \_\_\_\_\_

I am fluent in the following foreign language(s) (Optional Information): \_\_\_\_\_

### PLEASE RETURN THIS COMPLETED APPLICATION FORM.

The ASCPA will bill for the \$25.00 Annual Dues when your membership becomes effective.

*By signing this application, I hereby represent to the Arkansas Society of CPAs that I will be bound by the Society's Bylaws and Code of Professional Conduct. I further agree to comply with the rules of ethical conduct contained in the current version of the AICPA publication entitled, "Professional Standards, Ethics, Bylaws, Quality Control," the acceptance of which should not be construed as a denial of the existence of other standards of conduct not specifically mentioned.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR ASCPA USE ONLY:

President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_