

**MARYLAND STATE DEPARTMENT OF EDUCATION  
CPA Course Requirement Checklist**

**INSTRUCTIONS:**

This form must be completed by all applicants for Position #082530, Fiscal Services Administrator (Director of Audit Office). Please attach this completed Checklist to your completed MSDE Application For Employment and submit both according to the **PROCEDURE FOR APPLICATION** on the Position Announcement.

Name: \_\_\_\_\_;

Social Security Number: \_\_\_\_\_;

I am a CPA:  YES \_\_\_\_\_ (date received)

NO If no, please list below under **Applicant Information** the course work taken in the required and/or related **Subject Areas**.

The educational requirement for Accountant Supervisor I is a minimum of 30 semester hours in Accounting or related courses including or supplemented by 3 credit hours in auditing.

**GROUP 1 (Accounting course work)**

Subject Areas	Applicant Information			
	Course Title	Semester Hrs	Date Completed	Name of College/University
1. Auditing				
2. Financial Accounting				
3. Cost Accounting				
4. Tax Accounting				
5. Business Law				
6. Principles				
7. Other Accounting Courses:				
		<input type="text"/>	Total Semester Hours	

**GROUP 2** (related course work)

Subject Areas	Applicant Information			
	Course Title	Semester Hrs	Date Completed	Name of College/ University
1. Statistics				
2. Computer Science, Data Processing or Information Systems				
3. Economics				
4. Corporate or Business Finance				
5. Management				

Note: The Management Subject Area as defined here is restricted to courses in general business management dealing with such topics as planning, organizing, controlling,  Total Semester Hours decision making, and leadership.