

## Scheduling your APA Exam through Comira

Registration for computer-based testing begins September 4. COPAS has contracted with Comira to conduct the examination program. September is a transition month in which **both** computer-based testing through Comira and the traditional “paper and pencil” method (with registrations made through the COPAS office) will be available to test applicants. After October 1, all registrations for APA exams **must be made** through Comira. The following information is provided to help make your first experience at computer-based testing go as smoothly as possible.

### Testing Locations

A list of available testing locations (including Comira’s testing locations and company-sponsored locations) is maintained at [www.comiratesting.com](http://www.comiratesting.com). Locations can be found by visiting the website at [www.comiratesting.com](http://www.comiratesting.com), clicking on Candidate Center and then Accredited Petroleum Accountant Program. For your convenience and to illustrate the enhanced availability of testing sites, a list (effective July 2007) is included [here](#). Companies will still be allowed to offer APA testing, provided that they have internet connection and computers available. Comira has received a list of current COPAS-approved, company-sponsored testing locations and will list those locations along with test dates on the [www.comiratesting.com](http://www.comiratesting.com) website. Companies that have not been approved as sites by COPAS should contact Cheri McCallister at [natlofc@copas.org](mailto:natlofc@copas.org) or 877-992-6727 for details on the approval requirements. Once approved, company representatives must set up test dates with Comira at 800-947-4228.

### Registering for a Test

All test registrations must be made by calling:

**800-947-4228**

**9 a.m. – 8 p.m. (Eastern Time), Monday through Friday**

**11 a.m. – 3 p.m., Saturday**

Appointments are available Monday through Friday at most testing centers with some weekend options. Comira recommends scheduling your exam at least three days prior to your exam date. Also, if an appointment time is available, you can register at the site and take your test immediately. Either way, the advent of computer-based testing makes scheduling tests more convenient since applicants will no longer need to register at least two weeks in advance of a testing date and the 60-day notice to get an exam site established has been eliminated.

### Cancelling or Rescheduling an Exam

**Comira requires a 24-hour cancellation or rescheduling policy.** In the event of an emergency on the day of the exam, please contact **both** the testing location and Comira. Failure to notify Comira in a timely manner may result in forfeiting your exam fee.

### Registration Questions: What you will be asked when registering for a test:

- When – **The day and time you wish to take your exam.**
- Where – **The location of the Testing Center.**
- Payment – **You will pay the Testing Fees with a personal credit card over the phone. For other means of payment, contact Comira’s Registration Department.**

- Full Legal Name – **Your official name on record or ID.**
- Social Security – **This is your personal reference number that will be used by both COPAS and Comira.**

Comira’s testing computers are secured and protected as U.S. Government *For Official Use Only* information. All APA data is the property of COPAS and may not be used for any other purpose than authorized by this order.

### **Format of the APA and Fees**

Each of the exams consists of 40, multiple-choice questions. Only one correct response exists for each question. Candidates are given one hour for completion of the Law, Operations, Financial Reporting, Audit, Joint Interest and Revenue modules. Those sitting for a Managerial or Tax exam are given two hours. A passing score of 75 is required. The fee for any exam is \$100 for the first exam, and \$70 for each exam thereafter taken on the same day. All are payable to Comira at the time of registration.

### **Taking the Examination**

Your examination will be administered via computer at a Comira Testing Center or a company-sponsored location. You should arrive 15 minutes prior to your scheduled appointment to allow you to sign in, verify your identification, and allow you to familiarize yourself with the software. You do not need computer experience or typing skills to take the exam. You will have available to you a demo test that will familiarize you with the testing software and its features. This demo test does not count toward the time allowed to take your APA exam.

### **Identification**

Prior to test administration you must provide the testing center positive identification. The identification presented must include a current photograph, full legal name as submitted during registration, signature, and social security number. This information may be presented in more than one form of identification.

Acceptable forms of identification include driver’s licenses, government identification cards, passports, alien residency cards, and military identification. Failure to provide appropriate identification at the time of examination will be considered a missed appointment.

For additional information on identification and authorization, please contact Comira before scheduling your exam.

### **Survey**

At the end of your exam you will be asked a series of questions regarding your overall testing experience. All completed surveys are forwarded to COPAS and Comira for further evaluation.

## Exam Results

At the end of your exam you will be issued a pass/fail letter. You will then sign out on the daily sign in/out log. After the COPAS office is notified that you have passed the three core exams (Law, Operations and Financial Reporting) and one other exam of your choice, you will be sent your Associate Certificate. When you have successfully passed all eight exams you will receive your Full APA Certificate **after** the COPAS office receives notification of your test results and you have provided evidence of eligibility (e.g., CPA license, college degree with at least 12 hours of accounting, or five years of experience in oil and gas accounting as verified by your supervisor).

## Retesting

If you fail the exam, you may retake it after a 30-day waiting period. Please contact Comira to schedule your retake. You will be required to pay the examination fee of \$100 each time the test is administered.

## Where do you go for an APA test?

**Below is a list (effective July 2007) of Comira testing sites offering APA exams beginning September 10, 2007. An updated list will always be available for review on the Comira website, [www.comiratesting.com](http://www.comiratesting.com). In addition to the Comira sites, many companies who have traditionally offered APA testing will continue to do so.**

<b>Location</b>	<b>City</b>	<b>State</b>	<b>Postalcode</b>
CompUSA ANCHORAGE Store # 701	ANCHORAGE	AK	99515
University of Alaska Anchorage	Eagle River	AK	99577
University of Alaska Fairbanks	Fairbanks	AK	99775
Jefferson State Community College	Birmingham	AL	35215
Calhoun Community College	Decatur	AL	35609
CompUSA HUNTSVILLE Store # 529	Huntsville	AL	35806
Trenholm State Technical College	Montgomery	AL	36116
Bishop State Community College	Mobile	AL	36605
CompUSA LITTLE ROCK Store # 160	Little Rock	AR	64055
Pulaski Tech College Workforce Dev	Little Rock	AR	72206
North Arkansas College	Harrison	AR	72601
University of Arkansas Ft Smith	Fort Smith	AR	72904
Phoenix College	Phoenix	AZ	85013
CompUSA TUCSON Store # 244	Tucson	AZ	85704
University of Arizona	Tucson	AZ	85721
Northern AZ Univ College of Business	Flagstaff	AZ	86011
Los Angeles Trade Tech Colg Bldg B	Los Angeles	CA	90015
MicroTek - El Segundo	El Segundo	CA	90245
Pierce College Business Center	Chatsworth	CA	91311
MicroTek - San Diego	San Diego	CA	92101
Vortex Data Systems Inc	San Diego	CA	92108
Rancho Santiago Community College Dist	Santa Ana	CA	92706
CompUSA BAKERSFIELD Store # 269	Bakersfield	CA	93309
CompUSA FRESNO Store # 174	Fresno	CA	93720
California State University Fresno	Fresno	CA	93726
CompUSA SAN FRANCISCO Store # 254	San Francisco	CA	94102
MicroTek - San Francisco	San Francisco	CA	94104
CMC	Concord	CA	94520
Digital Business Services Inc	Fremont	CA	94536
CompUSA EMERYVILLE Store # 207	Emeryville	CA	94608
MicroTek - San Jose	San Jose	CA	95110
San Jose City College	San Jose	CA	95128
CompUSA SANTA ROSA Store # 439	SANTA ROSA	CA	95407
College Connections	Sacramento	CA	95815
CompUSA AURORA Store # 161	Aurora	CO	80011
CompUSA WESTMINSTER Store # 167	Westminster	CO	80031
Test Pro Center	Centennial	CO	80112
CompUSA SOUTH DENVER Store # 751	Littleton	CO	80124
Community College of Denver	Denver	CO	80204
MicroTek - Denver	Denver	CO	80222
Aims Community College	Greeley	CO	80634
CompUSA Store # 671	Colorado Springs	CO	80920
Delta Montrose Technical College	Delta	CO	81416
CompUSA MANCHESTER Store # 204	Manchester	CT	06040
SAlsoft LLC Testing Center	Hartford	CT	06106
Porter and Chester Institute	Wethersfield	CT	06109
Porter and Chester Institute of Branford	Branford	CT	06405
CompUSA ORANGE Store # 517	Orange (Milford)	CT	06477
Porter and Chester Institute	Stratford	CT	06615
Howard University	Washington	DC	20059
Delaware Tech and CC Wilmington	Wilmington	DE	19801
CompUSA WILMINGTON Store # 677	Wilmington	DE	19803
Delaware Technical and Community College	Dover	DE	19904
Delaware Technical and Community College	Georgetown	DE	19947
Florida Com College Jacksonville	Jacksonville	FL	32202

CompUSA JACKSONVILLE Store # 617	Jacksonville	FL	32225
CompUSA TALLAHASSEE Store # 504	Tallahassee	FL	32303
CompUSA Store # 607	Altamonte Springs	FL	32701
Seminole Community College	Sanford	FL	32773
Valencia Enterprises	Orlando	FL	32809
CompUSA ORLANDO Store # 309	Orlando	FL	32809
MicroTek - Orlando	Orlando	FL	32822
IT Micronet	Melbourne	FL	32935
CompUSA Store # 404	Pembroke Pines	FL	33026
CompUSA MIAMI Store # 311	Miami	FL	33169
CompUSA PLANTATION Store # 372	Plantation	FL	33323
CompUSA Store # 611	West Palm Beach	FL	33409
CompUSA Store # 481	Deerfield Beach	FL	33442
Palm Beach Community College	Lake Worth	FL	33461
CompUSA BRANDON Store # 603	Brandon	FL	33511
Hillsborough Community College	Tampa	FL	33606
CompUSA TAMPA Store # 337	Tampa	FL	33614
Potentia Consulting Group	Naples	FL	34108
Manatee Community College	Sarasota	FL	34240
Gwinnett Technical College	Lawrenceville	GA	30043
Chattahoochee Technical College	Marietta	GA	30060
MicroTek - Atlanta	Atlanta	GA	30328
Advanced Technology Group	Atlanta	GA	30342
CompUSA AUGUSTA Store # 494	Augusta	GA	30909
Heart of Georgia Technical College	Dublin	GA	31021
Central Georgia Tech College	Macon	GA	31206
Savannah Technical College	Savannah	GA	31407
Valdosta Tech College	Valdosta	GA	31602
Albany Technical College	Albany	GA	31701
Columbus Technical College	Columbus	GA	31904
Hawaii Community College	Hilo	HI	96720
University of Hawaii Maui CC	Kahului	HI	96732
CompUSA HONOLULU Store # 793	Honolulu	HI	96813
Honolulu Community College	Honolulu	HI	96817
Des Moines Area Comm College	Ankeny	IA	50021
Western Iowa Tech Community College	Sioux City	IA	51106
Northeast Iowa Community College	Dubuque	IA	52001
Kirkwood Community College	Cedar Rapids	IA	52404
Eastern Iowa Community College	Davenport	IA	52804
Idaho State University	Pocatello	ID	83209
College of Southern Idaho	Twin Falls	ID	83301
CompUSA BOISE Store # 667	Boise	ID	83704
Boise State University	Boise	ID	83725
College of Lake County	Grayslake	IL	60030
Joliet Junior College	Joliet	IL	60431
Moraine Valley CC	Palos Hills	IL	60465
Business and Career Institute	South Holland	IL	60473
MicroTek - Downers Grove	Downers Grove	IL	60515
MicroTek - Chicago	Chicago	IL	60606
City Colleges of Chicago Dist Office	Chicago	IL	60606
Daley College	Chicago	IL	60652
Carl Sandburg College Main Campus	Galesburg	IL	61401
John Wood Community College	Quincy	IL	62305
Lincoln Land Community College	Springfield	IL	62794
John A. Logan College	Carterville	IL	62918
Ivy Tech Community College Central IN	Indianapolis	IN	46216
Ivy Tech Community College of Indiana NW	Gary	IN	46409
Ivy Tech Community College South Bend	South Bend	IN	46601
Ivy Tech Community College NE Ft Wayne	Fort Wayne	IN	46805
Ivy Tech Community College of Indiana	Columbus	IN	47203
Ivy Tech Community College Bloomington	Bloomington	IN	47404
Ivy Tech Community College of Indiana	Evansville	IN	47710

Ivy Tech Community College Wabash Valley	Terre Haute	IN	47802
Ivy Tech Community College of Indiana	Lafayette	IN	47905
ACT Olathe Office	Olathe	KS	66061
Kansas State University	Manhattan	KS	66506
Hutchinson Community College	Wichita	KS	67207
Hutchinson Community College	Hutchinson	KS	67501
Southwest Kansas Technical School	Liberal	KS	67901
CompUSA WICHITA Store # 739	Wichita	KS	67226
Jefferson Comm. and Tech. College	Louisville	KY	40202
CompUSA JEFFERSONTOWN Store # 359	Louisville	KY	40222
CompUSA LEXINGTON Store # 349	Lexington	KY	40503
Bluegrass Comm and Tech College	Lexington	KY	40511
Gateway Community and Tech College	Covington	KY	41011
Bowling Green Technical College	Bowling Green	KY	42101
CompUSA METAIRIE Store # 461	Metairie	LA	70003
Delgado Community College City Park	New Orleans	LA	70119
University of New Orleans	New Orleans	LA	70148
New Horizons CLC Lafayette	Lafayette	LA	70503
CompUSA BATON ROUGE Store # 257	Baton Rouge	LA	70809
Safety Council of the Louisiana Capital Area	Baton Rouge	LA	70810
Bossier Parish Community College	Bossier City	LA	71111
Louisiana State University Alexandria	Alexandria	LA	71302
Holyoke Community College	Holyoke	MA	01040
Springfield Tech Community College	Springfield	MA	01105
Porter and Chester Institute	Westborough	MA	01581
The Career Place Middlesex CC	Woburn	MA	01801
MicroTek - Burlington	Burlington	MA	01803
Bunker Hill Community College	Boston	MA	02129
Hunt Valley ACT Inc	Hunt Valley	MD	21031
CompUSA COLUMBIA Store # 354	Columbia	MD	21045
CompUSA TOWSON Store # 467	Towson	MD	21204
Community College of Baltimore County	Catonsville	MD	21228
Hagerstown Community College	Hagerstown	MD	21742
Eastern Maine Community College	Bangor	ME	04401
Macomb Community College	Warren	MI	48092
Henry Ford Community College M TEC	Dearborn	MI	48126
Oakland Community College	Auburn Hills	MI	48326
Tuscola Technology Center	Caro	MI	48723
Michigan State University	East Lansing	MI	48824
CompUSA LANSING Store # 414	Lansing	MI	48912
OnTime Services	Kalamazoo	MI	49001
Grand Rapids Community College	Grand Rapids	MI	49503
Lake Superior State University	Sault Ste Marie	MI	49783
Hennepin Technical College	Eden Prairie	MN	55347
University of Minnesota	Minneapolis	MN	55455
Alexandria Technical College	Alexandria	MN	56308
Northland Community Technical College	Thief River Falls	MN	56701
Jefferson College Arnold	Arnold	MO	63010
University of Missouri St. Louis	St. Louis	MO	63121
Columbia College Kansas City	Kansas City	MO	64133
Moberly Area Community College	Moberly	MO	65270
Mississippi Delta Community College	Indianola	MS	38751
Hinds Community College	Raymond	MS	39154
Meridian Community College	Meridian	MS	39307
Montana State University Billings	Billings	MT	59102
The Computer Training Center	Helena	MT	59601
Forsyth Technical Community College	Winston Salem	NC	27103
CompUSA GREENSBORO Store # 561	Greensboro	NC	27407
New Horizons Greensboro	Greensboro	NC	27410
Saint Augustines College	Raleigh	NC	27610
Central Piedmont Community College	Charlotte	NC	28204
CompUSA CHARLOTTE Store # 567	Charlotte	NC	28212

CompUSA CHARLOTTE Store # 464	Charlotte (South)	NC	28273
Fayetteville State University	Fayetteville	NC	28301
Craven Community College	New Bern	NC	28562
Asheville Buncombe Tech CC	Candler	NC	28715
Skills and Technology Training Center	Fargo	ND	58102
Minot State University	Minot	ND	58707
Metropolitan Community College	Omaha	NE	68111
University of Nebraska at Omaha	Omaha	NE	68182
Central Community College	Columbus	NE	68601
Mid Plains Community College	North Platte	NE	69101
Western Nebraska Community College	Scottsbluff	NE	69361
CompUSA NASHUA Store # 601	Nashua	NH	03060
New Horizons Learning Ctr	Nashua	NH	03063
America Training Center Inc	Passaic	NJ	07055
Hudson County Community College	Jersey City	NJ	07306
CompUSA MOUNT LAUREL Store # 437	Mt. Laurel	NJ	08054
Burlington County College	Pemberton	NJ	08068
Thomas Edison State College	Trenton	NJ	08608
MicroTek - Edison	Edison	NJ	08837
Central New Mexico Community College	Albuquerque	NM	87113
San Juan College	Farmington	NM	87402
Community College Southern Nevada	Henderson	NV	89014
CompUSA LAS VEGAS Store # 221	Las Vegas	NV	89102
Truckee Meadows Community College	Reno	NV	89502
CompUSA RENO Store # 172	Reno	NV	89511
MicroTek - New York	New York	NY	10004
Borough of Manhattan CC Murray Street 2	New York	NY	10007
CompUSA MANHATTAN Store # 551	Manhattan	NY	10018
Alliance Computing Solutions Inc	Flushing	NY	11354
Career Institute of Health and Tech.	Garden City	NY	11530
Western Suffolk BOCES	Dix Hills	NY	11746
Dutchess Community College	Poughkeepsie	NY	12601
Columbia College Hancock Field Campus	Syracuse	NY	13211
Jefferson Lewis BOCES	Watertown	NY	13601
University of Buffalo	Buffalo	NY	14260
Rochester Institute of Technology	Rochester	NY	14623
CompUSA ROCHESTER Store # 557	Rochester	NY	14623
CompUSA ALBANY Store # 597	Albany (Latham)	NY	67226
CTEC	Newark	OH	43055
Columbus State Community College	Columbus	OH	43215
University of Toledo	Toledo	OH	43607
Cuyahoga Community College UTC	Cleveland	OH	44115
Cuyahoga CC Corporate College West	Westlake	OH	44145
CompUSA CINCINNATI Store # 421	Cincinnati	OH	45240
Great Oaks Institute of Technology	Cincinnati	OH	45241
Pickaway Ross Career and Tech Center	Chillicothe	OH	45601
James A. Rhodes State College	Lima	OH	45804
CompUSA OKLAHOMA CITY Store # 737	Oklahoma City	OK	73116
Oklahoma City Community College	Oklahoma City	OK	73159
Tulsa Community College	Tulsa	OK	74115
CompUSA TULSA Store # 234	Tulsa	OK	74133
Portland State University	Portland	OR	97201
CompUSA JANTZEN BEACH Store # 164	Jantzen Beach	OR	97217
CompUSA PORTLAND Store # 771	Portland (Tigard)	OR	97223
Chemeketa Community College	Salem	OR	97309
University of Oregon Testing Office	Eugene	OR	97403
Southern Oregon University	Medford	OR	97501
CompUSA PITTSBURGH Store # 441	Pittsburgh	PA	15205
Rosedale Technical Institute	Pittsburgh	PA	15205
Community College of Allegheny County	Pittsburgh	PA	15222
Central PA Instit. of Science and Tech	Pleasant Gap	PA	16823
Harrisburg Area Community College	Harrisburg	PA	17110

Northampton Community College	Bethlehem	PA	18020
Luzerne County Community College	Nanticoke	PA	18634
Bucks County Community College	Newtown	PA	18940
Community College of Philadelphia	Philadelphia	PA	19130
ExecuTrain de Puerto Rico	San Juan	PR	00901
CompUSA WARWICK Store # 321	Warwick	RI	02886
Community College of Rhode Island	Warwick	RI	02886
Community College of Rhode Island	Providence	RI	02905
Midlands Tech College Harbison Campus	Irmo	SC	29063
Spartanburg Community College	Duncan	SC	29334
Coastal Carolina	Myrtle Beach	SC	29572
Greenville Technical College	Greenville	SC	29607
CompUSA GREENVILLE Store # 594	Greenville	SC	29607
Aiken Technical College	Graniteville	SC	29829
Southeast Technical Institute	Sioux Falls	SD	57107
CompUSA NASHVILLE Store # 341	Nashville	TN	37204
Tennessee Technology Ctr at Nashville	Nashville	TN	37209
Chattanooga State Tech College	Chattanooga	TN	37406
Tennessee Technology Ctr Elizabethton	Elizabethton	TN	37643
CompUSA KNOXVILLE Store # 344	Knoxville	TN	37922
Pellissippi State Tech Comm College	Knoxville	TN	37933
Tennessee Technology Center at Memphis	Memphis	TN	38105
Tennessee Technology Ct at Jackson	Jackson	TN	38301
CompUSA PLANO Store # 731	Plano	TX	75075
Bill J Priest Institute for Econ Dev	Dallas	TX	75215
MicroTek - Dallas	Dallas	TX	75240
Tarrant County College District	Fort Worth	TX	76179
Midwestern State University	Wichita Falls	TX	76308
Vernon College	Wichita Falls	TX	76308
McLennan Community College	Waco	TX	76708
Houston Community College	Houston	TX	77002
CompUSA GALLERIA Store # 501	Houston	TX	77057
North Harris Community College	Houston	TX	77073
MicroTek - Houston	Houston	TX	77082
Brazosport College	Lake Jackson	TX	77566
Lamar Institute of Technology	Beaumont	TX	77705
Victoria College	Victoria	TX	77901
CompUSA SAN ANTONIO Store # 727	San Antonio	TX	78216
Northwest Vista College	San Antonio	TX	78251
Texas State Tech College Harlingen	Harlingen	TX	78550
CompUSA AUSTIN - SOUTH Store # 190	South Austin	TX	78745
Austin Community College	Austin	TX	78752
Epin Technologies Inc	Amarillo	TX	79106
South Plains College	Lubbock	TX	79416
CAM Test Center	Abilene	TX	79605
Western Technical College	El Paso	TX	79924
CompUSA EL PASO Store # 187	El Paso	TX	79925
Salt Lake Community College	Sandy	UT	84070
CompUSA SALT LAKE CITY Store # 264	Salt Lake City	UT	84115
Monticello Family Learning Center	Monticello	UT	84535
Northern Virginia Community College NVCC	Annandale	VA	22003
CompUSA RICHMOND Store # 797	Glen Allen	VA	23060
CompUSA NORFOLK Store # 471	Norfolk	VA	23502
CompUSA NEWPORT NEWS Store # 484	Newport News	VA	23602
Thomas Nelson Community College	Hampton	VA	23666
Central Virginia Community College	Lynchburg	VA	24502
NE Kingdom Learning Svcs St. Johnsbury	St. Johnsbury	VT	05819
North County Career Center	Newport	VT	05855
Bellevue Community College North Campus	Bellevue	WA	98004
Shoreline Com College Lake Forest Lake	Forest Park	WA	98155
Tacoma Community College Testing Center	Tacoma	WA	98466
Perry Technical Institute	Yakima	WA	98903

CompUSA SPOKANE Store # 304	Spokane	WA	99202
Community College of Spokane	Spokane	WA	99217
LakeView Advanced Technology Center	Pleasant Prairie	WI	53158
Milwaukee Area Technical College	West Allis	WI	53214
Madison Area Technical College	Madison	WI	53704
CompUSA MADISON Store # 214	Madison	WI	53717
Northeast Wisconsin Technical College	Green Bay	WI	54303
Chippewa Valley Tech	Eau Claire	WI	54701
Wisconsin Indianhead Technical College	Ashland	WI	54806
Marshall Community and Tech College	South Charleston	WV	25303
West Virginia Northern Comm College	Wheeling	WV	26003
West Virginia Univ at Parkersburg	Parkersburg	WV	26104
Pierpont Community and Technical College	Fairmont	WV	26554
Casper College	Casper	WY	82601