

Oregon Board of Accountancy
Competency Evaluation Worksheet
CPA Competencies and Evidence Considerations

Applicant Name: _____

Oregon Revised Statutes (ORS) Chapter 673.040 and Oregon Administrative Rules (OAR) 801-010-0065 and 801-010-0100 provides guidance specific to the experience requirements for applicants for the certificate of Certified Public Accountant and Public Accountant. Please refer to these documents as you are considering whether the applicant has achieved some or all of the seven core competencies. Please also read the “Instructions to Supervisor Licensee/Employer” which has been provided with this Competency Evaluation Worksheet.

SECTION 1: ATTEST OR ASSURANCE EXPERIENCE – If the applicant is qualified under attest or assurance, please complete this section of this worksheet. See OAR 801-010-0065(1)(c)(B)(i), OAR 801-010-0065(3) and OAR 801-010-0065(4)(a) for guidance specific to what qualifies as attest or assurance experience.

Please note: Not all applicants will get yes answers for each item. Not all need to be checked yes in order to achieve the competency.

If checking “Yes” under “Attest or Assurance Engagements,” you must state the date of your last peer review. Provide a description of any activities, including, level of supervision, frequency of interaction and average period of time per week of supervision and description of work supervised.

A. PROFESSIONAL ETHICS:

Has the applicant demonstrated an understanding of the code of the profession?

Does the preponderance of the applicant’s performance lead you to believe that the applicant:

	Yes	No	n/a
Has demonstrated the ability to practice with integrity, objectivity and professional skepticism?			
Can make appropriate judgments to undertake only those tasks that can reasonably be expected to be completed with professional competence?			
Has shown a record of seeking advice and supervision when confronted with challenges beyond the applicant’s immediate expertise?			
Has shown a record of exercising due professional care in the performance of professional services?			
Has demonstrated the ability to practice in accordance with other ethical standards?			
In audit, review, attest or other assurance engagements, can the applicant recognize and appropriately respond to the requirements of independence?			

If any quality review assurance program was used, please attach an explanation and a report, if available.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency A?	Yes	No

B. ASSESSING THE ACHIEVEMENT OF AN ENTITY'S OBJECTIVES:

Has the applicant demonstrated the knowledge of various types of business and organizations, understands the objectives and goals of the entity, can develop and analyze performance measures and critical success factors, and understands the economic and regulatory trends that affect an entity's environment?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Obtain an appropriate understanding of the entity's business, its organization, its operating characteristics?			
Obtain an appropriate understanding of matters affecting the industry in which the entity operates, such as economic conditions, government regulations, or changes in technology?			
Plan an assurance engagement for entities of various size and complexity?			
Design and effectively perform analytical procedures?			
Identify conditions that may require the extension or modification of audit tests?			
Use the knowledge in making judgments such as:			
Identify areas that may need special consideration?			
Assessing conditions under which accounting information is produced?			
Evaluating the reasonableness of estimates?			
Evaluating the reasonableness of management representations?			
Evaluating whether there is substantial doubt about an entity's ability to continue as a going concern?			

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)

Does the applicant meet Competency B?

	Yes	No
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C. EXPERIENCE IN PREPARING WORKING PAPERS THAT CONTAIN SUFFICIENT, RELEVANT DATA TO SUPPORT ANALYSIS AND CONCLUSIONS:

Has the applicant demonstrated documentation to support the analysis and conclusions required by the applicant's work program?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Can the applicant prepare adequate working papers or documentation to demonstrate that:			
The work was adequately planned and supervised?			
An understanding of the entity's internal controls was obtained and was considered in determining the scope of an audit?			
Sufficient evidence was obtained to provide a reasonable basis for the conclusion that is expressed in the report?			

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)

Does the applicant meet Competency C?

	Yes	No
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D. UNDERSTANDING TRANSACTION STREAMS AND INFORMATION SYSTEMS:

Has the applicant demonstrated an understanding of transaction streams and how individual transactions aggregate at the organizational level?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Evaluate the nature of the entity's business transactions, the form of its accounting systems and records, and the stated qualifications of its accounting personnel?			
Obtain and document an understanding of the entity's internal controls, as appropriate, including relevant computer aspects?			
Infer how a particular type of transaction might impact the organization as a whole?			
Use this knowledge in:			
Assessing control risk, as appropriate, for various accounts and assertions?			
Making appropriate decisions about the nature, timing and extent of procedures that support the expected level of assurance?			
Evaluating the performance of the organization?			
Supporting conclusions about the reasonable basis for the conclusion expressed in the report?			

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)

Does the applicant meet Competency D?

Yes No

E. RISK ASSESSMENT AND VERIFICATION SKILLS:

Has the applicant demonstrated an understanding of accounting and other information systems?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Design appropriate audit procedures based on an assessment of risk for misstatement at (1) the financial statement level and (2) the account balance and transaction class level?			
Obtain sufficient, competent evidence to provide a reasonable basis for the conclusions expressed in the report?			
Use this knowledge in:			
Designing the nature, timing and extent of tests to obtain a reasonable basis for the appropriate level of assurance regarding the following assertions:			
Completeness?			
Existence and Occurrence?			
Rights and Obligations?			
Valuation and Allocation?			
Presentation and Disclosure?			
The evaluation of assurance findings for the purpose of:			
Considering implications for other tests?			
Forming a conclusion regarding the assertions on which assurance is provided?			

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency E?	Yes	No

F. DECISION MAKING, PROBLEM SOLVING AND CRITICAL THINKING IN THE CONTEXT OF ANALYSIS:
 Has the applicant demonstrated the ability to evaluate and interpret sufficient, relevant data in a variety of engagements and settings?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Assess the appropriateness of assertions reported on (e.g. an entity's financial position, results of operations, and cash flows)?			
Use this knowledge in:			
Evaluating the reasonableness of estimates?			
Evaluating the reasonableness of management representations?			
Evaluating whether there is substantial doubt an entity's ability to continue as a going concern?			
Evaluating the appropriateness of presentations and disclosures in accordance with the appropriate basis of accounting?			

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency F?	Yes	No

G. QUALITY OF COMMUNICATION EXPRESSING SCOPE OF WORK, FINDINGS AND CONCLUSIONS:
 Has the applicant demonstrated the ability to determine the appropriateness of reports on financial statements, system reliability, or other reports expressing scope of work, findings and conclusions?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Comply with appropriate reporting standards of a variety of assurance engagements?			
Draft appropriate communications including the scope of work performed, findings and conclusions?			

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency G?	Yes	No

 Printed Name of Supervisor Licensee

 Supervisor Licensee Signature

 Date

OAR 801-010-0073 requires this form to be kept for a period of three years after certification of the applicant

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SECTION 2: OTHER PROFESSIONAL STANDARDS – If the applicant is qualified under other professional standards, please complete this section of this worksheet. See OAR 801-010-0065(1)(c)(B)(ii), OAR 801-010-0065(3) and OAR 801-010-0065(4)(b) for guidance specific to what qualifies under other professional standards.

Please note: Not all applicants will get yes answers for each item. Not all need to be checked yes in order to achieve the competency.

If checking “Yes” under “Other Professional Standards,” you must answer the following questions on a separate sheet:

1. How did the applicant achieve the competencies?
2. What standards were used and complied with by the applicant?
3. What peer review assurance program did the applicant follow?
4. Was a peer review conducted? If so, submit a copy of the report.
5. Summarize the applicant’s experience, cite any professional standards used.
6. Provide a description of any activities, including, level of supervision, frequency of interaction and average period of time per week of supervision and description of work supervised.

Each competency must be separately discussed, including experience examples and standards used. Please remember to respond by competency

A. PROFESSIONAL ETHICS:

Has the applicant demonstrated an understanding of the code of the profession?

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency A?	Yes	No
If so, please attach a separate sheet with your explanation of the evidence which leads you to believe that the applicant has demonstrated an understanding of the professions code of ethics.		

B. ASSESSING THE ACHIEVEMENT OF AN ENTITY'S OBJECTIVES:

Has the applicant demonstrated the knowledge of various types of business and organizations, understands the objectives and goals of the entity, can develop and analyze performance measures and critical success factors, and understands the economic and regulatory trends that affect an entity's environment?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Plan an engagement for entities of various size and complexity?			
Design and effectively perform analytical procedures?			
Obtain an appropriate understanding of the entity's business, its organization, its operating characteristics?			
Obtain an appropriate understanding of matters affecting the industry in which the entity operates, such as economic conditions, government regulations, or changes in technology?			
Identify conditions that may require the extension or modification of the performance of professional services?			
Use this knowledge in:			
Identifying areas that may need special consideration?			
Assessing conditions under which information important to the engagement is produced?			
Evaluating the reasonableness of estimates?			
Evaluating the reasonableness of management representations?			

What Professional Standards is the applicant using? _____

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency B?	Yes	No

C. EXPERIENCE IN PREPARING WORKING PAPERS THAT CONTAIN SUFFICIENT, RELEVANT DATA TO SUPPORT ANALYSIS AND CONCLUSIONS:

Has the applicant demonstrated documentation to support the analysis and conclusions required by the applicant's work program?

Does the preponderance of the applicant's performance lead you to believe that the person can successfully carry out the following tasks with a minimum of supervision:

	Yes	No	n/a
Can the applicant prepare adequate working papers or documentation to demonstrate that:			
The work was adequately planned and supervised?			
That sufficient, relevant data was obtained to provide a reasonable basis for the conclusion?			

What Professional Standards is the applicant using? _____

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
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Does the applicant meet Competency C?	Yes	No
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D. UNDERSTANDING TRANSACTION STREAMS AND INFORMATION SYSTEMS:

Has the applicant demonstrated an understanding of transaction streams and how individual transactions aggregate at the organizational level?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Evaluate the nature of the entity's business transactions, the form of its accounting systems and records, and the stated qualifications of its accounting personnel?			
Infer how a particular type of transaction might impact the organization as a whole?			
Use this knowledge in:			
Assessing the impact of quality of underlying information on the need for possible accounting and professional services, and the sufficiency of relevant data needed for conclusions?			
Evaluating the performance of the organization?			
Supporting conclusions?			

What Professional Standards is the applicant using? _____

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency D?	Yes	No

E. RISK ASSESSMENT AND VERIFICATION SKILLS:

Has the applicant demonstrated an understanding of accounting and other information systems?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Design appropriate procedures based on an assessment of risk, of misstatement in the underlying data?			
Obtain sufficient, relevant data to provide a reasonable basis for the conclusions?			
Use this knowledge in:			
Designing procedures to afford a reasonable basis for conclusions considering issues of the data's:			
Valuation and Allocation?			
Presentation and Disclosure?			
The evaluation of sufficient, relevant data for the purpose of:			
Considering implications for collecting other data?			
Forming a conclusion?			

What Professional Standards is the applicant using? _____

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency E?	Yes	No

F. DECISION MAKING, PROBLEM SOLVING AND CRITICAL THINKING IN THE CONTEXT OF ANALYSIS:

Has the applicant demonstrated the ability to evaluate and interpret sufficient, relevant data in a variety of engagements and settings?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Assess the appropriateness of conclusions based on sufficient, relevant data?			

What Professional Standards is the applicant using? _____

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency F?	Yes	No

G. QUALITY OF COMMUNICATION EXPRESSING SCOPE OF WORK, FINDINGS AND CONCLUSIONS:

Has the applicant demonstrated the ability to determine the appropriateness of reports on financial statements, system reliability, or other reports expressing scope of work, findings and conclusions?

Does the preponderance of the applicant's performance lead you to believe you are prepared to assign the following tasks, and the person can successfully carry them out with a minimum of supervision:

	Yes	No	n/a
Comply with the appropriate standards for expressing professional conclusions?			
Draft appropriate communications including scope of work performed, finding and conclusions?			

What Professional Standards is the applicant using? _____

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency G?	Yes	No

Printed Name of Licensee

Supervisor Licensee Signature

Date

*OAR 801-010-0073 requires this form to be kept for a period
of three years after certification of the applicant*

SAMPLE

Oregon Board of Accountancy
Competency Evaluation Worksheet
CPA Competencies and Evidence Considerations

Applicant Name: _____

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SECTION 3: INDUSTRY, GOVERNMENT OR OTHER – If the applicant is qualified based on experience in industry, government or other, please complete this section of this worksheet. See OAR 801-010-0065(1)(c)(B)(iii), OAR 801-010-0065(3) and OAR 801-010-0065(4)(c) for guidance specific to what qualifies under as experience based on industry, government or other.

If checking “Yes” under “Other,” you must answer the following questions on a separate sheet:

1. How did the applicant achieve the competencies?
2. What standards were used and complied with by the applicant?
3. What peer review assurance program did the applicant follow?
4. Was a peer review conducted? If so, submit a copy of the report.
5. Summarize the applicant’s experience, cite any professional standards used.
6. Provide a description of any activities, including, level of supervision, frequency of interaction and average period of time per week of supervision and description of work supervised.

Each competency must be separately discussed, including experience examples and professional standards used. Please remember to respond by competency. All applications under “Other” must be reviewed by the Qualifications Committee. The supervisor licensee and/or applicant may be requested to appear before the Qualifications Committee. For the next regularly scheduled meeting, please call Heather Shepherd at the Board office at (503) 378-2262.

A. PROFESSIONAL ETHICS:

Has the applicant demonstrated an understanding of the code of the profession?

If the applicant is qualified under industry, government or other, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated an understanding of the profession’s code of ethics.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency A?	Yes	No

B. ASSESSING THE ACHIEVEMENT OF AN ENTITY'S OBJECTIVES:

Has the applicant demonstrated the knowledge of various types of business and organizations, understands the objectives and goals of the entity, can develop and analyze performance measures and critical success factors, and understands the economic and regulatory trends that affect an entity's environment?

If the applicant is not qualified under attest and assurance or other professional standards, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated the ability to undertake the task of assessing the achievement of an entity's objectives.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency B?	Yes	No

C. EXPERIENCE IN PREPARING WORKING PAPERS THAT CONTAIN SUFFICIENT, RELEVANT DATA TO SUPPORT ANALYSIS AND CONCLUSIONS:

Has the applicant demonstrated documentation to support the analysis and conclusions required by the applicant's work program?

If the applicant is not qualified under attest and assurance or other professional standards, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated the ability to undertake the task of adequately documenting the work that supports their analysis and conclusions with a minimum of supervision.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency C?	Yes	No

D. UNDERSTANDING TRANSACTION STREAMS AND INFORMATION SYSTEMS:

Has the applicant demonstrated an understanding of transaction streams and how individual transactions aggregate at the organizational level?

If the applicant is not qualified under attest and assurance or other professional standards, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated the ability to understand transaction streams and information systems with a minimum of supervision.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency D?	Yes	No

E. RISK ASSESSMENT AND VERIFICATION SKILLS:

Has the applicant demonstrated an understanding of accounting and other information systems?

If the applicant is not qualified under attest and assurance or other professional standards, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated the ability to undertake the tasks of risk assessment and verification skills with a minimum of supervision.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency E?	Yes	No

F. DECISION MAKING, PROBLEM SOLVING AND CRITICAL THINKING IN THE CONTEXT OF ANALYSIS:
 Has the applicant demonstrated the ability to evaluate and interpret sufficient, relevant data in a variety of engagements and settings?

If the applicant is not qualified under attest and assurance or other professional standards, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated the ability to undertake the tasks of decision making, problem solving, and critical thinking in the context of analysis with a minimum of supervision.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency F?	Yes	No

G. QUALITY OF COMMUNICATION EXPRESSING SCOPE OF WORK, FINDINGS AND CONCLUSIONS:
 Has the applicant demonstrated the ability to determine the appropriateness of reports on financial statements, system reliability, or other reports expressing scope of work, findings and conclusions?

If the applicant is not qualified under attest and assurance or other professional standards, **please attach a separate sheet** with your explanation of the evidence that leads you to believe that the applicant has demonstrated the ability to undertake the tasks of communication expressing scope of work, findings and conclusions with a minimum of supervision.

Overall Evaluation of Competency (transfer this evaluation to the Competency Evaluations Chart)		
Does the applicant meet Competency G?	Yes	No

 Printed Name of Licensee

 Supervisor Licensee Signature

 Date

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