FORM COURSE CHANGES

NEW/CHANGED COURSE TIME ALLOTMENT EXPLANATION

2015

To be submitted with your Application for Certification of Correspondence Courses

OREGON STATE BOARD OF TAX PRACTITIONERS
Phone: (503) 378-4034 Fax: (503) 585-5797 E-Mail: tax.bd@oregon.gov Web Site: www.oregon.gov/OBTP

☐ **NEW COURSE** ☐ **CHANGED/UPDATED COURSE:**

A) ☐ Subjects added

B) ☐ Hours increased

C) ☐ Other (please explain)

_____

TITLE OF COURSE: _____

Total number of hours being requested for the course: _____

In the table below, please provide a breakdown of the self-study time that is being allotted for each subject, quiz, examination, etc. pertaining to the course. Providing an explanation for how the total number of hours for the requested course was determined.

ITEM DESCRIPTION (SUBJECT NAME, QUIZ, EXAMINATION, ETC.)	TIME ALLOTTED
TOTAL HOURS	

LIST OF COURSES UPDATED TO CURRENT TAX LAW

(ONLY list courses which have been previously approved by the Board)

Please Note: **If you wish to request additional hours for a course that has previously been approved by the Board, you will need to submit a "New/Changed Course Time Allotment Explanation" form.**

Please list courses in alphabetical order – Thank You.

COURSE TITLE & PREVIOUS TITLE (If changed from last year)	HOURS

Copy form if additional space is needed to list all updated courses. ***Page*** _____