SPECIAL EXAMINATION REQUEST
2014 ITEM WRITING COMMITTEE - CONSULTANT EXAMINATION

The Board of Tax Practitioners is seeking dedicated consultant instructors/licensees interested in becoming item writing committee members for the review of the Tax Board's consultant examination item bank.

The Board is looking to expand the yearly review/update of the consultant examination and is seeking a pool of approx. 15 to 20 licensed consultants wishing to serve on a consultant examination item writing committee. The Board would like to invite individuals to attend a two-day item writing committee consultant examination session to review the consultant examination item bank, update examination questions to **2013** tax law, reference source documents for accuracy, write new examination questions and provide recommendations to the Board on the consultant examination.

The consultant examination item writing committee review sessions will be held on **Thursday, April 24, 2014 and Friday, April 25, 2014.** Attendance at the item writing committee meetings will be voluntary. Continuing education credit for the hours spent working with the item writing committee and a working lunch will be provided by the Board.

If interested, please respond to this e-mail by: **March 14, 2014**. The Board would like to recruit at least one representative from each basic course sponsor. If you have a desire to serve your profession than we need you! Volunteers that have assisted in the past or consultants new to the experience are encouraged to register.

The criteria for becoming a consultant examination item writing committee member, is as follows:

- Must be a currently licensed and active Tax Consultant.
- Shall be in good standing with the Board.
- Must sign & agree with all examination confidentiality requirement(s).

All requests submitted will be reviewed to verify the above qualifications. Please note: Due to space limitations, if an excess of requests are received, not all applicants will be notified to serve on the committee. If this occurs, excess applicants will be placed on a substitution list for the committee and/or recruited to serve as a test-taker for the development of the consultant examination.

For questions please contact me by phone at (503) 373-1691 or by e-mail at jane.billings@state.or.us

Sincerely,
Jane Billings

Jane Billings, Examination & Education Coordinator
Board of Tax Practitioners
Phone: (503) 373-1691 or (503) 378-4034 / Fax: (503) 585-5797

If interested, please complete the registration form below & return no later than: **March 14, 2014**

Submit form via: *E-mail: jane.billings@state.or.us* ***OR*** *Fax: (503) 585-5797*

ITEM WRITING COMMITTEE REGISTRATION FORM - CONSULTANT EXAMINATION

PRINTED NAME:_____ LICENSE #:_____

DAYTIME PHONE:(_____)_____ EMAIL ADDRESS:_____

MAILING ADDRESS:_____City:_____State:_____Zipcode:_____

I WOULD LIKE TO ATTEND AND PARTICIPATE IN THE APRIL 24 & 25, 2014, ITEM WRITING COMMITTEE MEETINGS.