

**SPECIAL EXAMINATION REQUEST  
ITEM WRITING COMMITTEE  
PREPARER EXAMINATION**

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

The Board would like to invite active consultants and preparers to attend a two-day item writing committee session to review and update the preparer examination question bank, update examination questions to **2015** tax law, reference source documents for accuracy, write new examination questions and provide recommendations to the Board on the preparer examination.

The Board is seeking a pool of approximately 15 to 20 licensed volunteers

The preparer examination item writing committee review sessions will be held on **Tuesday, June 7, 2016 and Wednesday, June 8, 2016** at the tax board office, located in the Morrow Crane Building at 3218 SE Pringle Road, Suite #120, Salem, Oregon 97302. Continuing education credit for the hours spent volunteering on the item writing committee and a working lunch will be provided. Continuing Education hours for the time spent working on this committee will be acceptable for the 30 hour annual state renewal requirement, unfortunately they will not be acceptable for IRS continuing education requirements

If interested, please respond to this e-mail by: **April 30, 2016**. The Board would like to recruit at least one representative from each basic course sponsor. If you have a desire to serve your profession then we need you! Volunteers that have assisted in the past or newly licensed individuals are encouraged to register.

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

- Must be a currently licensed and active practitioner (*preparer OR 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 preparer examination.

For questions please contact me by phone at (503) 373-1691 or by e-mail at [jane.billings@oregon.gov](mailto:jane.billings@oregon.gov)

Sincerely,

*Jane Billings*

Jane Billings, OBTP Examination & Education Coordinator  
3218 Pringle Rd SE, Ste. 120  
Salem, OR 97302  
Phone: (503) 373-1691

***If interested, please complete this registration form & return no later than: April 30, 2016***

***Submit form via: E-mail [jane.billings@oregon.gov](mailto:jane.billings@oregon.gov) OR Fax (503) 585-5797 OR by U. S. mail***

PRINTED NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

DAYTIME PHONE: \_\_ (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

**I WOULD LIKE TO ATTEND AND PARTICIPATE IN THE JUNE 7 & 8, 2016 PREPARER ITEM WRITING COMMITTEE MEETINGS.**