

**OREGON BOARD OF TAX PRACTITIONERS
SPECIAL REQUEST FOR EXAMINEE VOLUNTEERS
2016 ITEM WRITING COMMITTEE - CONSULTANT EXAMINATION**

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

The Board would like to invite active consultants to attend a two-day item writing committee session to review and update the consultant 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 consultant examination.

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

The consultant examination item writing committee review sessions will be held on **Monday, April 25 and Tuesday, April 26, 2016**. 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: **March 25, 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 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 selected 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 consultant examination.

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

Sincerely,

Jane Billings

Jane Billings, Examination & Education Coordinator
Phone: (503) 373-1691 / Fax: (503) 585-5797

If interested, please complete this registration form & return no later than: March 25, 2016

Submit form via: E-mail: jane.billings@oregon.gov OR Fax: (503) 585-5797

PRINTED NAME: _____ LICENSE #: _____

DAYTIME PHONE: (____) _____ EMAIL ADDRESS: _____

MAILING ADDRESS: _____ City: _____ State: _____ Zipcode: _____

I WOULD LIKE TO ATTEND AND PARTICIPATE IN THE APRIL 25 & 26, 2016, ITEM WRITING COMMITTEE MEETINGS.