

**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 is looking to expand the yearly review/update of the preparer examination and is seeking a pool of approx. 15 to 20 persons wishing to serve on a preparer examination item writing committee. The Board would like to invite individuals to attend a two-day item writing committee preparer examination session to review the preparer examination item bank, update examination questions to 2014 tax law, reference source documents for accuracy, write new examination questions and provide recommendations on the preparer examination.

The preparer examination item writing committee review sessions will be held on **Wednesday, June 3 and Thursday, June 4, 2015** at the tax board office, located in the Morrow Crane Building at 3218 SE Pringle Road, Suite #120, Salem, Oregon 97302. 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: **April 30, 2015**. The Board would like to recruit at least one representative from each basic course sponsor.

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

Sincerely,

Jane Billings

Jane Billings, Examination & Education Coordinator
Oregon Board of Tax Practitioners
3218 Pringle Rd SE, Ste. 120
Salem, OR 97302
Phone: (503) 373-1691 or (503) 378-4034

If interested, please complete the registration form below & return no later than: April 30, 2015

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

ITEM WRITING COMMITTEE REGISTRATION FORM - PREPARER EXAMINATION

PRINTED NAME: _____ LICENSE #: _____

DAYTIME PHONE: __ (____) _____ EMAIL ADDRESS: _____

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

I WOULD LIKE TO ATTEND AND PARTICIPATE IN THE JUNE 3 & 4, 2015 PREPARER ITEM WRITING COMMITTEE MEETINGS.