



Oregon Board of Accountancy

3218 Pringle Rd SE# 110

Salem OR 97302 6307

Industry Experience Worksheet

Applicant Name: _____

Instructions: Oregon Revised Statutes (ORS) Chapter 673.040 and Oregon Administrative Rules (OAR) 801-010-0065 and 801-010-0100 provide guidance specific to the attest experience requirements for applicants for the certificate of Certified Public Accountant and Public Accountant. Please refer to these documents as you are considering how you have achieved some or all of the seven core competencies.

As noted in Oregon Revised Statutes (ORS) Chapter 673.015 (1) and (2), regulating the practice of accountancy is a matter of public interest and that the public interest requires, in part and as applied to those gaining experience in industry,

(1) ***the promotion of reliable information used for guidance in financial transactions and accounting*** and

(2) that persons ***professing special competence in accountancy*** demonstrate their qualification to do so.

Applicants must demonstrate to the satisfaction of the Board that the applicant has achieved experience in all of the seven core competencies by providing a narrative for each competency prepared by the applicant and signed by the supervising CPA/PA, of the experience and specific examples supporting the competency.

Competency (A): Understanding the Code of Professional Conduct promulgated and adopted by the Board.

Industry experience related to competency (A) *A CPA must understand and internalize the concepts in the Code of Professional Conduct. Provide examples of your integrity, objectivity, independence, professional judgment, due professional care and professional skepticism. (Note: the Board does not expect all applicants to document how they have resolved an unethical situation.)*

Competency (B): Ability to assess achievement of a client's objectives by **demonstrating** knowledge of various business organizations, **understanding** the objectives and goals of business entities, **ability to develop and analyze** performance measures and critical success factors, and **understanding** of the economic and regulatory trends that affect the environment of a business entity.

Industry experience related to competency (B): *A CPA must be able to understand the internal workings and external environment of a business. Provide examples where you have assessed the objectives and goals; performance measures; critical success factors; and the economic and regulatory trends that affect your company and your company's industry.*

Competency (C): Experience in **preparing** working papers that include sufficient relevant data to support the **analysis** and conclusions required by the applicant's work.

Industry experience related to competency (C): *A CPA summarizes data and groups it within recognized categories. Provide examples where you have documented an analysis of a financial accountancy issue affecting your company from the collection and summarization of financial data to the identification of alternative conclusions such that others of equal training and experience can trace information to source data and draw similar conclusions. Provide specific details of your documentation methods.*

Competency (D): Understanding transaction streams and information systems, including the ability to **understand** how transactions aggregate at the organizational level, to **infer** how transactions impact the organization as a whole, and to **evaluate** the integrity and reliability of various client information systems, including relevant computer aspects.

Industry experience related to competency (D): *A CPA must understand how revenue and expenses are initially recorded and the controls in place that support competent summarization in order to evaluate the accuracy of financial information. Please provide an example of your evaluation of an accounting system within your company. Include here your substantive testing of internal control (analytical procedures, technical research and conclusion) related to the accounting system and the written conclusions on the reasonableness of the procedures conducted, the specific controls that were missing or ineffective and the measures taken to corroborate data accuracy.*

Competency (E): Skills in risk and verification demonstrated by a sufficient **understanding** of accounting and other information systems to: (A) **assess** the risk of misstatement in an information system; (B) **obtain** sufficient relevant data based on the risk of misstatement and the nature of the engagement to **determine** the appropriateness of underlying data in terms of its completeness, existence and occurrence, valuation and allocation, rights and obligations, presentation and disclosures.

Industry experience related to competency (E): *A CPA must design specific procedures that pinpoint individual weaknesses and, based on results, conclude whether financial statements are accurate. Please provide an example of your evaluation of the risks of misstated financial data within your company and the tests used to substantiate data accuracy. Include in your example measures taken to corroborate data accuracy and conclusions you drew from the results.*

Competency (F): Skills in **decision making, problem solving, critical analytical** thinking including the ability to **evaluate** and **interpret** sufficient relevant data in a variety of engagements and settings. For example, the candidate must **evaluate** a client's cash flow, profitability, liquidity, solvency, operating cycle, achievement of management's plans, accomplishment of service efforts and systems reliability.

Industry experience related to competency (F): *A CPA must have varied experience analyzing accounting data and possess abstract problem solving skills to properly interpret it. Please provide examples of your ability to identifying significant data trends for your company and the impact of the trends on both a short and long term basis. Include here your ability to conduct and conclude on technical accounting research in interpreting the impact of the data trends to the financial reports of your company.*

Competency (G): Ability to express scope of work, findings and conclusions including the ability to determine the appropriateness of reports on financial statements, system reliability, or reports expressing scope of work, findings and conclusions.

Industry experience related to competency (G): A CPA is frequently called upon by top management to present written financial reports and discuss their significance. Management may not grasp accounting conventions used so it is important to clearly present the data, applicable accounting rules, and contrary positions that could be argued. Please provide examples of written and oral presentations of financial information and related accounting conventions within your company that include the significance of the financial information, applicable accounting rules and alternative conclusions.

NOTICE FOR SUPERVISOR LICENSEE: The licensee signing this form as well as the written narrative prepared by the applicant, must have sufficient knowledge through supervision to certify the applicant's representations of experience. Oregon Revised Statutes (ORS) Chapter 673.040 and Oregon Administrative Rules (OAR) 801-010-0065 and 801-010-0100 provide guidance specific to the experience requirements for applicants for the certificate of Certified Public Accountant and Public Accountant. Please refer to these documents as you are considering whether the applicant has achieved some or all of the seven core competencies.

Responsible CPA: _____ Position: _____
 CPA Certificate Number: _____ State of Issuance: _____ Date: _____
 Company/Firm Name: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Contact Phone: _____ Email Address: _____

Period of Supervision:

Full Time

From: _____ To: _____

Part Time

From: _____ To: _____

 Signature of Supervisor Licensee*
 *must also sign narrative document prepared by applicant

 Date

 Signature of Applicant

 Date

I certify that all representations I have made are true and complete in every respect. I hereby authorize the Oregon State Board of Accountancy to make inquiries, as it deems necessary, to verify the accuracy and completeness of all representations made. I hereby release, discharge and exonerate the Oregon State Board of Accountancy, its officers, directors, agents, and employees from any and all liability of every nature and kind arising out of the verification of information I have provided or the Oregon State Board of Accountancy has obtained. I understand my Oregon CPA license may be subject to disciplinary action if any information contained in this form cannot be substantiated or has been falsified.

Applicant please initial