



**Oregon Board of Accountancy**

3218 Pringle Rd SE# 110

Salem OR 97302 6307

## Industry Experience Worksheet

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 and examples 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 examples 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 examples of your evaluation of the risks of misstated financial data within your company and the tests used to substantiate data accuracy. Include in your examples 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.*

**Additional Information:** In addition to the information provided for each competency, please supply the following:

- Names of all direct supervisors
- A copy of the applicant's job description
- A copy of the supervisor(s) job description(s)
- An organizational chart for the department(s) the applicant has worked in
- A description of any supervisory activities including: level of supervision, frequency of interaction, average period of time per week of supervision, and a description of the work supervised

# PLEASE COMPLETE THIS PAGE AND RETURN WITH NARRATIVE

Applicants Full Name: \_\_\_\_\_

**NOTICE FOR SUPERVISOR LICENSEE:** 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. By signing this form, you will be certifying to the Board that the applicant has obtained the experience requirements and that you have sufficient knowledge through supervision to certify the applicant's representations.

Responsible CPA: \_\_\_\_\_ Position: \_\_\_\_\_

CPA Certificate Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Supervisor Licensee:** Please indicate on the following table whether or not the applicant has met each competency as described in the narrative prepared by the applicant:

COMPETENCY EVALUATION CHART	Does the applicant meet the competency?	
	Yes	No
A. Professional Ethics		
B. Assessing the achievement of an Entity's Objectives		
C. Experience in preparing working papers that contain sufficient, relevant data to support analysis and conclusions		
D. Understanding transaction streams and Information systems		
E. Risk assessment and verification skills		
F. Decision making, problem solving and Critical thinking in the context of analysis		
G. Quality of communication expressing scope of work, findings and conclusions		

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.

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**Applicant please initial**