



OREGON BOARD OF ACCOUNTANCY

200 Hawthorne Ave SE Ste D450 Salem, OR 97301 • (503) 378-4181 • boa.info@boa.oregon.gov • www.oregon.gov/BOA

RENEWAL Application for Admission to the Roster of Accountants Authorized to Conduct Municipal Audits

Fee: \$100

Late Fee: \$100

For Licensees from Other Jurisdictions (Mobility) DUE: **December 31, 2025**

PRINT Full Name:

OR Muni #:

1 GENERAL INFORMATION

*If you use a PO Box or other mail service you must also provide a physical address.

1. Physical Home Address

City

State

Zip Code

PO Box:

Phone No.

E-Mail Address:

2. Firm or Business Name Registered with the Board under which municipal audits will be issued.

Physical Address of Employment

City

State

Zip Code

Phone No.

E-Mail Address:

Check box if currently unemployed

Preferred mailing address:

Home

Work

Date of Birth (MM/DD/YYYY):

3. List **all** state(s) in which you are currently licensed to practice public accounting:

State

License #

Date Issued

State

License #

Date Issued

2 PEER REVIEW

1) Is your firm currently participating in a peer review program administered by?

YES

NO

Select one:

AICPA PEER REVIEW

NATIONAL PEER

NON-AICPA PEER REVIEW

ADMINISTERED BY:

REVIEW COMMITTEE

ADMINISTERED BY:

2) Are your firm's peer review results posted on the AICPA Facilitated State Board Access

YES

NO

3) What was the result of the firm's most recent peer review?

PASS

PASS WITH DEFICIENCIES

FAIL

You must report 24 CPE hours in subjects directly related to the governmental environment and governmental auditing. Licensees who do not meet this CPE requirement will be removed from the Municipal Roster, and may reapply when the requirement is met. Please attach additional sheets if needed.

Title of Program	Sponsor & NASBA Registry Number	Completion/ Attendance Date	Audits of State and Local Government	Governmental Accounting & Financial Reporting (GAFR)	Generally Accepted Government Auditing Standards (GAGAS)/Yellow Books	Audits of Federal Programs and Related Compliance	Oregon Local Budget Law	Minimum Standards of Audits & Review of OR Muni Corps	SUB TOTAL
Total Hours Claimed									

Please retain a copy of all certificates of completion for a period of 5 years. Submission of certificates is not necessary unless requested by the Board.

Please answer the following background questions regarding any jurisdiction by clearly marking your answers.

Failure to answer all questions will result in an incomplete application.

	YES*	NO
1 Have you ever been arrested, charged with or convicted of any criminal offense (excluding non-criminal traffic violations) that you have not previously reported to the Board?*	<input type="checkbox"/>	<input type="checkbox"/>
2 Have you ever been party to any legal proceedings related to professional services that you have not previously reported to the Board?*	<input type="checkbox"/>	<input type="checkbox"/>
3 Have you had any professional license suspended, revoked, restricted, disciplined in any way or been the subject of any regulatory (including PCAOB) investigation or action that you have not previously reported to the Board?*	<input type="checkbox"/>	<input type="checkbox"/>
4 Are you currently under investigation or do you have any pending actions by any regulatory agency? If yes, did you previously report to the Board?*	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5 Do you have any pending action or investigation from a professional organization (AICPA, OAIA, OSCP, PCAOB, etc)? If yes, did you previously report to the Board?*	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6 Have you had any entity that issues a professional certification, license, or other credential initiate any regulatory action against you that you have not previously reported to the Board?*	<input type="checkbox"/>	<input type="checkbox"/>

*If YES response is related to a BOA matter, please note the Case or INQ number: _____

By signing below, I certify to the truth and accuracy of all statements, answers and representations made in this renewal application and CPE report. This includes all supplementary statements. I also certify that all CPE programs listed contribute directly to my professional competence as a municipal auditor in the State of Oregon.

Failure to provide signature below will result in an incomplete application.

Signature

Date

****If you answered YES to any of the questions above and have not previously reported information to the Board, you must provide the following along with this application:**

- Name of the regulatory agency, court or professional society;
- Title of the matter;
- Name of any Oregon licensees or Oregon clients involved;
- Docket number, if applicable;
- Date of occurrence of the event;
- Name of any legal representatives involved;
- A statement of the facts;
- Copies of relevant documents, including but not limited to, regulatory notice, civil complaint, criminal charging document or copies of legal documents indicating your compliance with any requirements imposed upon you; and
- If a settlement was reached, provide the settlement agreement along with the final court order.

Reporting requirements for the questions above are not limited to responses in this application. Licensees are required to report within 45 days of the resolution of any civil action related to professional services involving an Oregon licensee or Oregon client. If you are reporting an ongoing matter, you must also report to the Board within 45 days of the conclusion of any civil or regulatory matter and within 10 days of the initiation of any criminal matter/investigation. OAR 801-030-0020(3)

PAYMENT INFORMATION

Online submissions with credit card payment must be made by 11:59 pm on December 31, 2025 to be considered timely.

Applications submitted with check payments must be received or postmarked by December 31, 2025 to be considered timely.

Proof of timely submission will be determined by the postmark issued by the USPS or other commercial carrier. The postmark must be provided by the USPS or other commercial mail delivery provider. Mailing date stamped by a private postage meter will not be accepted to establish timely renewal. For your protection, email submissions will not be accepted.

VISA, MASTERCARD, or Discover only for credit card payments

You make payment and submit your application using **ONE** of the following options (*please select only ONE*):

Payment by CREDIT CARD & ACH

The **PAYMENT LINK** is available on the Board website or here at <https://or.accessgov.com/boa-oregon/Forms/Page/boa-oregon/application-payment/1> You will be required to upload a copy of your completed renewal application at the time of payment. The fillable PDF renewal form is recommended. If you've prepared a CPE report using other software, it can be uploaded as a PDF, Word, or Excel document only. The Board accepts electronic signatures. You will be required to enter your credit card information, including cardholder name, credit card number, expiration date, CVV number, complete address from your credit card billing statement or checking account information if paying by ACH.

RECEIPTS FOR CREDIT CARD and ACH PAYMENTS:

RECEIPTS FOR CREDIT CARD and ACH PAYMENTS: Upon completion of the online application submission and payment process, you will receive confirmation that your payment was made successfully, and a receipt can be printed before closing the web browser. An automated email notification with receipt will also be sent to the address you entered for the payment. Please retain receipt for online payment with your renewal records for verification.