



# Oregon Board of Accountancy

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## 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 one to two specific examples supporting the competency and emphasizing the applicants position and responsibilities. It is the responsibility of the applicant to demonstrate their knowledge and ability to the satisfaction of the Board. The narrative should include a detailed account of the applicants work experience that directly relates to each competency, encompassing and addressing all of the processes and/or concepts outlined in that competency's heading. Enough detail should be provided so that the information can be easily understood by a person who is not an accountant. Narratives that do not fully demonstrate competency will not be sent to the Qualifications Committee; allow time for revisions, if needed.

**Applicant Name:** \_\_\_\_\_

- **Initial Narrative:**
- **Revised Narrative\*:**
- **Post Deferred Narrative\*\*:**

*\*Revised Narratives are to be fully inclusive of Initial Narrative with modifications and additions made using Bold text.*

*\*\*Post Deferred Narratives are to be fully inclusive of Initial and Revised Narratives with modifications and additions made using Bold and Underlined text.*

**Introduction:** Introductory information on the applicant including, but not limited to, the applicant's background, qualifying experience and role under direct supervision of qualifying CPA, and an explanation of how the direct supervision of the qualifying CPA fulfills requirements under OAR 801-010-0065.

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

*Industry experience related to competency (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): 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): 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*

**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 a 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; and
- 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.

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In the case of narratives, less is not always more. Narratives that do not demonstrate competency will be returned to the applicant for revisions, which must be signed by the supervisor licensee prior to submission to the Board. Applicants are allowed three months from the date the application is received by the Board to complete the application process.

If you have questions about the industry license application process please contact the Board's office at (503) 378-4181 or you may email us at [BOA.Info@oregon.gov](mailto:BOA.Info@oregon.gov).