



Oregon Board of Accountancy

3218 Pringle Rd SE# 110
Salem OR 97302 6307

Tax 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. Tax experience related to competency (a) should include the ability to practice with integrity, objectivity, independence, professional judgment, due professional care and professional skepticism.

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. Tax experience related to competency (b) shall be in the context of federal and state tax law, federal and state tax regulations, judicial precedence and other technical tax sources applied to a variety of taxable and nontaxable business entities, non-business entities, individuals, families, estates and trusts.

Competency (C): Experience in **preparing** working papers that include sufficient relevant data to support the **analysis** and conclusions required by the applicant's work. Tax experience related to competency (c) shall be in the context of the preparation of reports that are clearly organized, complete, cross-referenced and with adequate documentation and support for positions taken or proposed within the context of federal and state tax law, federal and state tax regulations, judicial precedence and other technical tax sources.

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. Tax experience related to competency (d) shall be in the context of

the application of tax law to various types of transactions both individually and in the aggregate and both actual and proposed.

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. Tax experience related to competency (e) shall be in the context of the evaluation of the reasonableness of data provided by clients, verification of the data and the sufficiency and adequacy of the data to support reasonable tax positions and conclusions.

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. Tax experience related to competency (f) shall be in the context of identifying tax issues, researching technical guidance, choosing appropriate courses of action and proposing solutions.

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. Tax experience related to competency (g) shall be in the context of the preparation of engagement letters, technical memorandums on tax topics, letters to taxing authorities and letters and reports to clients and oral communications explanations and presentations to clients.

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.

Applicant please initial