

# OKLAHOMA ACCOUNTANCY BOARD (OAB)

## COMPREHENSIVE ETHICS EXAMINATION AND ETHICS CPE

### PART I – COMPREHENSIVE ETHICS EXAMINATION

**1. Who is required to complete an ethics examination?** Individuals applying for an initial permit (Code 10:15-30-2) and individuals applying to renew a lapsed permit (Code 10:15-30-3) must provide evidence of successful completion of the AICPA ethics examination or its equivalent as determined by the OAB. In addition, Section 15.9E of the Act sets forth the requirement that all individuals applying for certification or licensure in Oklahoma must successfully complete an ethics examination prescribed by the OAB.

**2. Is there a specific ethics examination that must be taken?** The OAB will accept the AICPA's self-study course entitled "Professional Ethics: The AICPA's Comprehensive Course." This course is available in both textbook and CD ROM formats. An equivalent course may be acceptable to the OAB as well. OAB policy requires that an equivalent ethics examination course be a minimum of 8 hours in length to be considered. Sufficient information would need to be submitted to the OAB for it to determine at its next regularly scheduled meeting whether the alternative course is equivalent in content to the AICPA course.

**3. What determines "successful completion" of the ethics examination?** OAB policy establishes a minimum score of 90% for successful completion of the AICPA ethics examination when the course is taken to meet the requirements of Section 15.9E of the Act or Subsection 10:15-30-2 or 10:15-30-3 of the Code.

**4. What if I took the AICPA's Ethics Examination several years ago? Do I have to take it again?** No. You can provide evidence to the OAB that the course credit was for 8 or more hours and that you successfully completed the examination with a score of 90% or above. When applying for reciprocity, you may provide documentation from either the AICPA or from your state board that you have passed the ethics exam with a 90% or above.

**5. What is the process for meeting the ethics examination requirement?**

- Ordering "*Professional Ethics: The AICPA's Comprehensive Course*"
  - A. The course is available in either textbook or CD ROM format.
  - B. You may order the course from the AICPA either online through [www.cpa2biz.com](http://www.cpa2biz.com) or by telephone (888/777-7077).
  - C. The course may also be available through your state's professional societies.

➤ **Cost**

As of October 16, 2006, the cost for the course if ordered from the AICPA is \$99 for AICPA members and \$123.75 for non-members. Contact your state's professional societies for their prices, if available.

➤ **How to Submit for Grading**

**You must indicate when you submit your examination for grading that you are submitting it for certification purposes for Oklahoma.** If you indicate you are taking the examination for CPE purposes, the course may not be accepted by the OAB because a passing grade for CPE purposes is only 75%. The OAB requires a score of 90% or above for certification purposes and for purposes of applying for an initial permit or to renew a lapsed permit.

➤ **Process and Expected Time Frame for Grading**

To expedite the process considerably, it is recommended that you use the AICPA's Online Grading System. There is no charge for this service. If you pass the examination with a score of 90% or above, you will be sent by e-mail a PDF file of your certificate of completion. The AICPA will also send you a screen page that provides your name, the date you completed the course, the course code, the course name, and your score (see sample below). **It is important that you print this screen page showing your score and attach it to your permit to practice application.** (See sample page below.)

**AICPA Continuing Professional Education (CPE) Self-Study Examinations**

Below are the Exam Results Files For Account: *YOUR NAME*. Results are listed chronologically. Please download and print certificate by clicking on the Course Name.

Date	Course Code	Course Name	Score
9/13/2004	732305	PROFESSIONAL ETHICS: THE AICPA'S COMPREHENSIVE COURSE	91

**6. What if I don't pass the ethics examination the first time I take it? Will I be allowed to re-take it?** Yes. You may take the examination using the online grading system up to three times. If you still have not passed, you may continue to re-take the examination as many times as necessary, but you would not be able to take it online.

**7. Can I count the CPE credits for the ethics examination course toward the CPE requirement for my permit to practice?** Yes, if the course was taken during an applicable CPE compliance period. Like any other CPE course, it cannot be split between two different compliance periods.

## **PART II - ETHICS CPE**

**8. Where can I find the CPE requirements?** The Act and the Code are both on the OAB website under "About the Board." Section 15.35 in the Act sets forth the CPE requirements. Please refer to Chapter 15, Subchapters 30 and 32 of the Code for details of the CPE requirement.

**9. What is the annual requirement for Ethics CPE?** A minimum of two hours of professional ethics must be earned each year.

Also, current rules require that individuals applying for an initial permit and all individuals applying to renew a lapsed permit must show evidence of successful completion of the AICPA ethics examination or its equivalent as part of their CPE requirement. (See Question 1.)

**10. Will the ethics examination course count toward the 2-hour ethics requirement for my permit?** Yes, providing it was taken during an applicable compliance period.

**11. Can the 2-hour ethics requirement be met by ethics courses in other licensed professional disciplines?** Yes, as long as the professional disciplines relate directly to the practice of public accounting, such as law and securities.

**12. Will an ethics course taken for another state be accepted in Oklahoma?** Yes, the ethics requirement may be met by courses on ethical codes in jurisdictions other than Oklahoma.

**13. What if the certificate of completion for my ethics course does not specify that the course was an ethics course?** If the certificate of completion does not specify the nature and number of credit hours earned for professional ethics or unless it is clear from the course description that the subject matter meets the requirements for professional ethics credit, the permit holder must submit documentation that clearly demonstrates that the requirement for two hours of professional ethics has been met.

**14. Where can I find courses in professional ethics?** The OAB does not maintain a sponsor registry program, so we are not aware of all sponsors who may offer courses in professional ethics. What we do have is a very informal list of providers from whom registrants have reported professional ethics courses. We provide the list below as a courtesy to our registrants.

In no way should you consider the inclusion of a sponsor on this list an endorsement of the sponsor or the courses provided by the sponsor. It is the responsibility of the registrant to ascertain from the sponsor whether the course the individual wants to take is in compliance with the joint AICPA/NASBA CPE Statement on Standards adopted with minor exceptions by the OAB effective January 1, 2004.

#### Sponsors of Self Study and/or Self Study Online Courses

aegcpe.com  
AICPA [cpa2biz.com]  
allcpe.com  
cch.com  
cpecredit.org  
cpedepot.com  
cpethink.com  
emind.com  
passonline.com  
Positive Systems  
ppc.com  
Professional Education Services (PES) [pescpe.com]  
smartpros.com  
westerncpe.com  
wiseguides.com

#### Sponsors of Live Courses

American Women's Society of CPAs  
Oklahoma Society of CPAs  
OSU Farm & Business Tax Institute  
Francis Tuttle  
Oklahoma City Ethics Consortium

**15. Am I allowed to report more than 2 hours of professional ethics in any one compliance period?** Yes. The OAB's rules do not limit the number of ethics hours that can be reported.

Note: The following CPE brochures are also available from the OAB: "CPE Reporting Requirements and Exceptions"; "Qualifying CPE and General CPE Information"; and "Permits." This information is also available on the OAB website at [www.ok.gov/oab](http://www.ok.gov/oab).