

OKLAHOMA ACCOUNTANCY BOARD (OAB)

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GUIDELINES FOR COMPLETING INTERIM PERMIT APPLICATION/CPE REPORTING FORM

PART I: INFORMATION OF RECORD (Required)

- (1) Answer in the positive if any of the events have ever occurred but have not been reported to the OAB, even if charges were dropped. Minor traffic violations need not be reported. If yes, attach a written explanation of the details involving the disciplinary action.
- (2) Answer "yes" or "no." If yes, attach a written explanation of the details involving the disciplinary action.
- (3) Answer "yes" or "no." If yes, attach a written explanation of the details involving the disciplinary action.
- (4) Answer "yes" if you provide accounting services to the public.
 - Preparing a tax return for your next door neighbor is the practice of public accounting, whether or not you are compensated for the service.
 - Preparing a tax return for your immediate family member is not public accounting unless you are compensated for the service.
 - Performing accounting, tax, consulting, or bookkeeping services, etc., on a contract basis is the practice of public accounting.
- (5) Answer only if you answered "yes" to question 4. If you answer "no" to (5)a, answer (5)b.
- (6)
 - Answer "yes" if the employment you are listing is your full-time or primary employment.
 - Indicate whether or not you practice public accounting in this job.
 - Indicate your employment status. If more than one answer applies, check all that apply.
 - Enter the exact name of your employer or firm. If you are self employed, you may enter "self employed" as the business name.
 - Enter the address of the business. If more space is needed, you may attach an additional sheet.
- (7)
 - Answer "yes" if the employment you are listing is your part-time or secondary employment.
 - Indicate whether this employment is the practice of public accounting.
 - Indicate your employment status, checking all that apply.
 - Enter the exact name of your employer or firm. If you are a sole proprietor, enter "self employed."
 - Enter the address of the business. If more space is needed, you may attach an additional sheet.
- (8) Place a checkmark in the appropriate box, if applicable. Otherwise, skip this question.

PART II: ACCOUNTING SERVICES PERFORMED (Required)

- (9) Answer "yes" or "no" to each question asked. If you perform only a non-compensated service for yourself or your immediate family members as defined in section 10:15-1-2 of the Oklahoma Administrative Code (Code), check "no." If you perform only volunteer services, such as working with the VITA program or serving as treasurer of the PTA, check "no."

PART III: CPE REPORTING INFORMATION (Required)

- (10)
 - In the first blank, write the total number of CPE hours you are claiming. A minimum of 40 hours is required to obtain a permit when you do not currently hold one.
 - In the second blank, write the total number of professional ethics CPE hours you are claiming to obtain the permit. A minimum of 2 is required.
- (11) If your main employment is in industry/government/academia, 72 of the 120 hours in any 3-year period (60% of the total requirement) must relate to the practice of public accounting, with at least 8 hours each year in the specific areas of taxation, accounting, or assurance. The total number of hours entered in the 3 areas below

should equal the total number of hours entered in question 10.

- In the first blank, write the total number of hours related to the practice of public accounting.
- In the second blank, write the number of hours in the specific fields of study of taxation, accounting, or assurance.
- In the third blank, write the number of hours earned in fields of study unrelated to the practice of public accounting.

(12)

- Place a checkmark in blank "a" if the CPE you are claiming to obtain a permit was earned in the calendar year that precedes the current calendar year.
- Place a checkmark in blank "b" if the CPE you are claiming to obtain a permit was earned in the 365-day period that immediately precedes the date you apply for the permit.
- All CPE claimed toward the permit must have been completed before you file the permit application.

PART IV: APPLICATION FOR PERMIT TO PRACTICE PUBLIC ACCOUNTING (Required)

(13)

- To obtain an interim permit, you must provide evidence of successful completion (90% or above) of the AICPA's Ethics Examination course "**Professional Ethics: The AICPA's Comprehensive Course.**" An equivalent ethics course may be considered if it is at least 8 hours in length and if the course content is equivalent to the content of the AICPA's comprehensive course. Call the OAB office for details if you wish the OAB to consider an equivalent course.
- Attach a copy of the certificate of completion and/or the electronic page from the AICPA showing your score.

PART V: PEER REVIEW INFORMATION – (Complete this section only if you are an unincorporated sole proprietor.)

(14) Answer "yes" if you perform any audits or reviews; otherwise, answer "no."

(15)

- Answer yes if you perform any governmental audits for Oklahoma entities.
- If you answered yes to the first question, indicate whether you have filed the Registration Form for Independent Auditors Engaged in Audits of Governmental Entities with the OAB.
- The registration form is available on the OAB website."

(16) Answer "yes" if you have had a peer review; otherwise, answer "no."

(17)

- If you answered "no" to question 16, provide the date of the first audit or review engagement you performed after June 30, 2004; **and**, if applicable,
- Attach the peer review enrollment form that provides proof of enrollment in an OAB approved Sponsoring Organization's peer review program.
- If you answered "yes" to question 16, attach the applicable peer review documents as required if not previously provided to the OAB.

PART VI: ATTESTATION (Required)

(18) An original signature is required. Provide all information requested. E-mail address and additional telephone number are optional. If there is an entry reported on your record and you have not provided the required explanation and documents, you are in violation of the Oklahoma Accountancy Act, which may result in the following:

- The Board can place a registrant on probation for up to 5 years.
- The permit application can be denied.
- The CPA Certificate or PA License may be suspended or revoked.

The Solution: Tell the truth. If the answer is yes, answer yes and attach a detailed explanation. You should also attach a letter to the application stating why the act should be disregarded now and why you should be issued a permit. Show how you learned from your experience and what steps you have taken to keep from repeating the criminal act. A good letter of explanation will go a long way.

PART VII: FEE SCHEDULE (Required)

(19) Attach a check or money order payable to the OAB.