Oregon Board Of Accountancy

FIRM REINSTATEMENT INSTRUCTIONS

General Requirements

Public accounting firm registrations expire December 31st of odd-numbered years.

Firms are required to be registered in Oregon if:

(1) The firm has an office located in Oregon and performs attestation or compilation services; or

(2) The firm does not have an office located in Oregon and performs attestation services for clients located in Oregon.

2 Principal Place of Business

Indicate whether or not the firm's principal place of business is in Oregon.
[OAR 801-010-0345(3)(a)]

Indicate whether the firm is registered with the Secretary of State's Corporation Division.

List the physical address of each branch office in Oregon, the hours the branch is open to the public and the name and license number of licensee on duty during business hours. If more than one address, please list on a separate sheet of paper and attach to this form.
[OAR 801-010-0345(3)(a)(C)]

4 Firm Litigation Report

All firms, whether located in Oregon or another jurisdiction, must disclose litigation actions to the Board on the Firm Registration Application. For every "yes" response, attach factual documentation that includes the name of the court or regulatory body in which the action was filed, the date of filing, and description of the outcome.

Firms are required to:

(1) Disclose on each application whether any jurisdiction has denied, suspended or revoked the public accounting license of any person associated with the firm.
[OAR 801-010-0345(3)(a)(D)]

(2) Provide written notice to the Board of any lawsuit, settlement or arbitration relating to the professional services of the firm if an essential element of such lawsuit involved fraud, dishonesty or misrepresentation. Notice must be submitted within 45 days of the filing of such action *OAR 801-010-0345(5)(d),* and also with the next renewal application.
[OAR 801-010-0345(3)(a)(E)]

(3) Disclose on application the filing of any criminal actions in which the firm, or any partner, owner, shareholder, manager or professional staff member of the firm was a named defendant, whether or not such action is final and whether any jurisdiction has denied, suspended or revoked the public accounting license of any person associated with the firm.
[OAR 801-010-0345(3)(a)(F)]

Questions? Please contact: (503) 378-2264 / kristen.m.adamson@state.or.us

5 Commissions, Referral Fees and Contingent Fees

Indicate if the firm pays or receives compensation in the form of commissions, referral fees or contingent fees. State the name of the regulatory authority, if any, that requires a license for providing such services and the number of the license, if any, held by the firm such as insurance or securities broker/dealer licenses. [OAR 801-030-0005(3)]

6 Firm Employee and Ownership Information

Provide the name, license number and state of issuance for every licensed certified public accountant and public accountant who provides services on behalf of the firm for clients located in Oregon or Oregon licensees who perform services for clients located outside of Oregon. Please indicate the ownership interest in the firm, if any, held by any licensee. Provide the name, title and percentage of ownership for all non-licensee owners.
[OAR 801-010-0345(3)(a)(B)]

7 Attestation and Compilation Services

Please show the average number of engagements that are anticipated to be performed annually in Oregon or for Oregon clients on an annual basis in the service categories indicated.

8 Peer Review

A firm must undergo peer review if it performs any level of the following services for clients:
[OAR 801-050-0020(1)]

Peer Review Requirements

The Peer Review Program is an educational and remedial program designed to help you improve the quality of your practice. OSCPA administers the peer review program in Oregon according to AICPA standards. In this function, we serve as a resource by assisting your firm in scheduling a review, selecting a reviewer, and finalizing your firm's report through the committee acceptance process.

All firms that perform attest or compilation services in Oregon, or for Oregon clients, are required to participate in an approved peer review program as a condition of registration under ORS 673.160 and for each renewal period. For details visit the Oregon Board of Accountancy. In addition, there are peer review reporting requirements in Oregon.

An accounting and auditing practice for the purposes of these standards is defined as all engagements covered by Statements on Auditing Standards (SASs); Statements on Standards for Accounting and Review Services (SSARS)2 (see interpretations); Statements on Standards for Attestation Engagements (SSAEs); Government Auditing Standards (the Yellow Book) issued by the U.S. Government Accountability Office; and audits of non-SEC issuers performed pursuant to the standards of the Public Company Accounting Oversight Board (PCAOB).

Peer Review Reporting Requirements in Oregon

The Oregon Board of Accountancy revised Oregon Administrative Rules (OAR) 801, Division 050, effective January 1, 2010.

Reporting requirements addressed in OAR 801-050-0040 include major changes:

(1) Firms are required to submit a copy of the most recent acceptance letter from the Peer Review Program Sponsor to the Board of Accountancy within 45 days of receipt or with submission of the firm renewal application, whichever occurs first. Completion letters must also be submitted to the Board office within 45 day of receipt.

For the majority of firms, the acceptance letter and completion letter are one in the same. However, if a firm's peer review report is accepted with the understanding that the firm will complete a monitoring action such as obtaining CPE, submission of its next monitoring report, and a pre or post-issuance review, the firm will also receive a completion letter once all the items have been completed and accepted by the Peer Review Committee.

(2) Firms that opt out of participating in the AICPA Facilitated State Board Access (FSBA) program, are to provide copies of the following documents to the BOA:

- Peer review report issued;
- Letter, if any, from the RAB (Report Acceptance Body which is the Peer Review Committee) prescribing corrective actions;
- Firm's response letter, if any;
- A letter from the firm to the Board describing corrective actions taken by the firm that relate to requirements of the RAB; and
- Other information the firm deems important for the Board's understanding of the information submitted.
- Other information the Board deems important for the understanding of the information submitted.

Firms enrolled in both the AICPA Peer Review Program and those enrolled in a Non-AICPA Peer Review Program such as the Oregon Peer Review Program are provided an opportunity to opt-out of participation in FSBA when scheduling the firm's peer review. If you have peer review questions, please call the Oregon Society of Certified Public Accountants (OSCPA) at (503) 641-7200.

Exemption from Peer Review

A firm that prepares "management-use-only-financial statements" and does not perform any other attest or compilation services is not required to undergo peer review.

9 PCAOB Registration

PCAOB Rule 2100 - Registration Requirements for Public Accounting Firms.

Effective October 22, 2003 (or, for foreign public accounting firms, July 19, 2004), each public accounting firm that:

- prepares or issues any audit report with respect to any issuer; or
- plays a substantial role in the preparation or furnishing of an audit report with respect to any issuer must be registered with the Board.

Indicate whether a) a firm is required to be registered with the PCAOB and b) whether any PCAOB inspection resulted in a disciplinary order.

10 Certification

An owner, partner, shareholder or manager who holds an active CPA or PA license must complete and sign the firm certification.

11 Method of Payment

If the application fee is being paid by check, please mail to the address indicated. If the renewal fee is being paid by Visa or MasterCard, provide the requested information and authorized signature.

If paying by check or credit card

Make check payable to Oregon Board of Accountancy and mail to:

Oregon Board of Accountancy

3218 Pringle Rd SE #110

Salem, OR 97302

If paying by credit card

You may mail or fax to Oregon Board of Accountancy at:

(503) 378-3575

REMEMBER!
Requirement to Register with the Oregon Secretary of State

CPA firms that are required to be registered under the rules of the Oregon Secretary of State, Corporation Division, must attach a printout of the current registration to the Firm Renewal application. You may print a copy of the firm record from the Corporation Division website, http://www.filinginoregon.com, or call the Corporation Division for information at (503) 986-2200.

If registration with the Corporation Division is not currently active, the public accounting firm registration will not be issued. The Board will not register a firm name that is different than the name registered with the Oregon Corporation Division.

OREGON BOARD OF ACCOUNTANCY

FIRM REINSTATEMENT

FEES: $175 REGISTRATION $500 PENALTY

3218 Pringle Rd SE #110, Salem, OR 97302

Phone: 503-378-2264 ~ Fax: 503-378-3575 ~ E-Mail: kristen.m.adamson@state.or.us ~ Website: www.oregon.gov/BOA

1 GENERAL INFORMATION

If a PO Box, mail drop or pick-up service is used, you must also provide the physical address of the firm.

Firm Name:	
Mailing Address:	
Physical Address:	
Managing Partner:	Phone:
E-Mail:	
Firm Phone:	Firm Fax:
Firm E-Mail: (REQUIRED)	Website:

2 PRINCIPAL PLACE OF BUSINESS / BRANCH OFFICES

A) Is the firm's principal place of business in Oregon?	YES ☐	NO ☐
B) Is your firm registered with the Secretary of State's Corporation Division?	YES ☐	NO ☐
C) Branch Office(s) in Oregon List the physical address of each branch office in Oregon, the hours of the main branch and each branch office that is open to the public and the name and license number of licensee on duty during business hours. Attach a separate sheet of paper to this form if necessary.	YES ☐	NO ☐

Address	*City*	*Hours*	*License*

3 TYPE OF BUSINESS ORGANIZATION

☐	Sole Proprietor	☐	Assumed Business Name	☐	Partnership
☐	Limited Liability Company	☐	Limited Liability Partnership	☐	Professional Corporation
☐	Business Corporation				

Clerk: _____ Date Processed: _____ SEQ #: _____ Batch#:_____

Questions? Please contact: (503) 378-2264 / kristen.m.adamson@state.or.us

REQUIRED INFORMATION

Since termination of your firm, did you maintain your firm's enrollment in peer review if required?	YES ☐	NO ☐
Since termination of your firm, did the firm issue any attestation or compilation reports?	YES ☐	NO ☐

4 FIRM LITIGATION REPORT (ATTACH FACTUAL DOCUMENTATION FOR YES ANSWERS)

A) Has any licensed CPA/PA associated with the firm had any professional license suspended, revoked, or restricted?	YES ☐	NO ☐
B) Has any lawsuit, settlement or arbitration involving fraud, dishonesty or misrepresentation relating to the professional services of the business organization or relating to the practice of public accounting been filed against the firm or against any owner or manager of the firm?	YES ☐	NO ☐
C) Has any criminal action been filed against the firm or any owner or managing partner of the firm?	YES ☐	NO ☐
D) Has any owner or employee of the firm been convicted[1] of a felony or of any crime in which an essential element is dishonesty, fraud, or misrepresentation?	YES ☐	NO ☐

(1) "Conviction" includes verdict or finding of guilt, plea of no contest, plea agreement or pronouncement of sentence by a trial court, even though the conviction many not be final and the sentence may not actually be imposed until appeals are exhausted.

5 COMMISSIONS, REFERRAL FEES and CONTINGENT FEES

Indicate if the firm pays or receives any of the following forms of compensation for services:

☐ COMMISSIONS ☐ REFERRAL FEES ☐ CONTINGENT FEES

If the firm is required to be licensed by any regulatory authority or organization to pay or receive commissions or fees reported in this section, provide the name of each agency that issues such licenses and the license numbers held by the firm.

6 FIRM EMPLOYEE and OWNERSHIP INFORMATION

A) Provide the following information for **ALL** who are licensed accountants working in an Oregon office or serving Oregon clients. Attach additional pages if necessary.

Name	*License Number*	*Issuing State*	*Ownership % (if any)*

B) Licensee responsible for Oregon activities:

	License Number	*Issuing State*

C) Non-CPA/Non-PA owner(s):

Name	*Title*	*Ownership %*

Questions? Please contact: (503) 378-2264 / kristen.m.adamson@state.or.us

7 ATTESTATION and COMPILATION SERVICES

State the approximate number of engagements, on average, the firm performed in Oregon or for Oregon clients each year.

	AVERAGE PER YR		AVERAGE PER YR
Public company audits		Reports on internal control effectiveness	
Governmental audits (GAO)		Agreed upon procedures	
Municipal audits (non-GAO)		Financial forecasts and projections	
ERISA audits		Reviews	
Other audits (non-profit; private co.)		Management-use-only financial statements	
Depository institution audits		Compilations	
Prospective financial statements			

8 PEER REVIEW

Please check anticipated work to be performed.

☐	Public company audits	☐	Reports on internal control effectiveness
☐	Governmental audits (GAO)	☐	Agreed upon procedures
☐	Municipal audits (non-GAO)	☐	Financial forecasts and projections
☐	ERISA audits	☐	Reviews
☐	Other audits (non-profit; private co.)	☐	Management-use-only financial statements
☐	Depository institution audits	☐	Compilations
☐	Prospective financial statements		

EXEMPTION FROM PEER REVIEW REQUIREMENT

I represent to the Oregon Board of Accountancy that firm #_____ has not performed attestation or compilation services (except management-use-only financial statements) since January 1, 2012, and that the firm does not intend to perform such services January 1, 2014 through December 31, 2015. Should that change, and the firm accepts any engagements for attestation or compilation services, written notice will be provided to the Board within 21 days of accepting an engagement. (OAR 801-050-0040(1)(c)).

Signature of licensed owner/managing partner *License #* *Date*

A) Is the firm *required* to participate in a peer review program?

YES	NO*
☐	☐ *See Exemption Above

B) Select one:

☐ AICPA PEER REVIEW ADMINISTERED BY: _____

☐ NATIONAL PEER REVIEW COMMITTEE

☐ NON-AICPA PEER REVIEW ADMINISTERED BY: _____

Questions? Please contact: (503) 378-2264 / kristen.m.adamson@state.or.us

(Peer Review Continued)

C) Are the firm's peer review results posted on the AICPA Facilitated State Board Access website (FSBA)?	YES ☐	NO ☐
D) Are your firm's peer review results posted on any other website? If yes, which one? _____	YES ☐	NO ☐

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

☐ PASS ☐ PASS WITH DEFICIENCIES ☐ FAIL

9 PCAOB REGISTRATION

A) Is the firm required to be registered with the PCAOB?	YES ☐	NO ☐
B) Has any PCAOB inspection resulted in a disciplinary order?	YES ☐	NO ☐

10 CERTIFICATION

I affirm to the truth and accuracy of all statements, answers and representations in this application.
I further affirm that:

A) Every person who performs public accounting services in Oregon or for Oregon clients on behalf of the firm:
   1) Holds an active Oregon permit issued under ORS 673.150 if principal place of business is in Oregon or,
   2) Holds a valid permit from another jurisdiction and is substantially equivalent pursuant to ORS 673.153, if principal place of business is not in Oregon.

B) The following individuals associated with the Firm who do not have a principal place of business in Oregon or hold an active permit issued under ORS 673.150 or qualify under substantial equivalency pursuant to ORS 673.153:
   - Licensees responsible for management and registration of the firm,
   - Licensees responsible for supervision of attest or compilation services, and
   - Licensees who authorize the signature for reports on financial statements issued on behalf of the firm.

C) A simple majority of the ownership of the firm is held by individuals who hold an active CPA license in any jurisdiction, or public accountants licensed under ORS 673.100.

D) The firm is in compliance with the requirements of ORS 673.160, ORS 673.320, OAR 801-010-0345 and OAR 801-030-0020(6). Information is available on page 4 of 5 of the firm registration renewal instructions as well as the Board's website: http://www.oregon.gov/boa/Pages/adminrules.aspx.

Signature of licensed owner/managing partner *License Number* *Date*

Printed name of licensee

License Number *Issuing State*

Questions? Please contact: (503) 378-2264 / kristen.m.adamson@state.or.us

11 CREDIT/DEBIT CARD PAYMENT AUTHORIZATION FORM

~MUST ACCOMPANY FIRM REGISTRATION APPLICATION~

I authorize the Oregon Board of Accountancy to charge my credit/debit card listed below, and if necessary, to initiate adjustments for any transactions credited or debited in error.

Name

Signature *Date*

CARDHOLDER'S INFORMATION: (Please **PRINT** and provide **ALL** information.)

Charge Amount: $675 VISA OR MasterCard Expiration Date:

Card Number:

Cardholder Name (as it appears on the card):

Cardholder Billing Address:

Street/ Apartment #

City *State* *Zip Code* *Daytime Phone Number*

Cardholder's Signature *Date*

If paying by **Check,** make check payable to:
Oregon Board of Accountancy

MAIL TO:

Oregon Board of Accountancy
3218 Pringle Rd SE #110
Salem, OR 97302

If paying by **Credit Card,** you may mail or fax to:
Oregon Board of Accountancy

FAX: 503-378-3575

DO NOT SEPARATE THIS SHEET FROM YOUR APPLICATION FORM.

Questions? Please contact: (503) 378-2264 / kristen.m.adamson@state.or.us