

Full Client Name	Oregon Board of Tax Practitioners
Acronym	N/A
File Type	Import
ID Type	OR_ID_Number
Address	3218 Pringle Rd SE, Suite. 250, Salem, OR 97302-6310
Telephone	(503) 378-4034
Fax	(503) 585-5797
Web address	<a href="https://www.oregon.gov/obtp/Pages/index.aspx">https://www.oregon.gov/obtp/Pages/index.aspx</a>
<b>PSI Candidate Service #</b>	<b>(855) 746-8173</b>
Exam Titles/Testing Time/# of items	<ul style="list-style-type: none"> <li>•OR Tax Consultant/300 minutes/200 questions</li> <li>•OR Tax Consultant - State Law Only/90 minutes/50 questions</li> <li>•OR Tax Preparer/240 minutes/163 questions</li> </ul> <p><b>The following exam goes live on 12/15/19:</b></p> <ul style="list-style-type: none"> <li>•OR Tax Preparer - Spanish/240 minutes/163 questions</li> </ul>
Pretest Items	N/A
Exam Type	OR Tax Board
Notes	None
Splitting Portions	N/A - CDs can only take one portion on any given day.
Application Processing	Application Processor applies exam payments if they are mailed or faxed in. CD must be approved with the state board FIRST.
Processing Time	Mail – up to 10 business days; Fax – up to 4 business days
Application Processor	OR. ApplicationProcessor@psionline.com
Name/Address Changes	CSR can make minor changes. Changes due to divorce/marriage - CD must send supporting documentation for Application Processor to enter. (Example: Divorce Decree for divorce, Marriage License for marriage)
Languages Available	English OR Tax Preparer is in English and in Spanish
Eligibility Criteria	Candidate must be approved by the board.
Eligibility Period	Your eligibility is good for 60 days from date of approval by the Board.
Payment Payable to	PSI
Fee	Tax Preparer - \$50.00 Tax Consultant – State Law Only - \$85.00 Tax Consultants - \$85.00
Payment Type	Pay by credit card, money order, company check or cashier’s check. Cash and personal checks are not accepted.
Reschedule Rules	You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two days prior to the scheduled examination date.
ADA/Exam Accommodation Approval	All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate’s needs. Candidates who require special accommodations will need to complete the necessary forms prior to registering for an exam with PSI. <u>Please contact the board office for more information.</u>
Out of State Testing	<b>OOS exams allowed, but candidates must get prior state approval.</b>
Paper/Pencil	Yes
Bring to test center	<p>Candidates need to provide one (1) form of identification.</p> <p>Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered.</p> <p>Candidates are required to bring one (1) form of a valid (non- expired) signature bearing identification to the test site.</p> <p><b>REQUIRED IDENTIFICATION (with photo) – Choose One</b></p> <ul style="list-style-type: none"> <li>• State issued driver’s license</li> <li>• State issued identification card</li> <li>• US Government Issued Passport</li> <li>• US Government Issued Military Identification Card</li> <li>• US Government Issued Alien Registration Card</li> <li>• Canadian Government Issued ID</li> </ul> <p><b>NOTE:</b> ID must contain candidate’s photo, be valid and unexpired.</p>
Open Book Exam	<p><b>Tax Preparer exam is OPEN BOOK.</b></p> <p>If the candidate asks for a list of reference material, email them a CIB.</p> <p><b>Tax Consultant and Tax Consultant - State Law Only are CLOSED BOOK.</b></p>
Calculator Allowed	<p>You will have access to an online calculator. or</p> <ul style="list-style-type: none"> <li>• A non-programmable calculator that is silent, battery-operated, does not have paper tape printing capabilities, and does not have a keyboard containing the alphabet will be allowed in the examination site.</li> </ul>
Reference Materials Given at Site	None

Passing Score	75% each exam
Cut score	N/A
Veteran's Preference Points	N/A
Score reports	Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process: - If you <b>pass</b> , you will receive a successful score report. - If you <b>do not pass</b> , you will receive a diagnostic report indicating your strengths and weaknesses by examination type on the score report. Your score will be sent electronically to the state.
Dup Score Report Fee	Free by mail (5 to 7 business days), \$40 expedited fee (2 - 3 business days)
Fingerprint Info	N/A
Licensing instructions	Request the exam application from: Oregon Board of Tax Practitioners You must submit a \$60 application fee with your application to the Board. Any questions regarding licensing should be directed to the board.
Retest fee	Tax Preparer - \$50.00 Tax Consultant – State Law Only - \$85.00 Tax Consultants - \$85.00
Retest procedure	Your eligibility is good for 60 days from date of approval by the Board. If you <b>fail</b> the exam, you may retest an unlimited number of times <u>during the 60-day period</u> . If you do not pass within 60 days, you must re-apply with the Board.
Exam review	PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the clicking the Comments link on the function bar of the test question screen. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only review of examination materials available to candidates.
Practice Exams Offered	Yes - online at <a href="http://www.psiexams.com">www.psiexams.com</a> . You may take the practice exams an unlimited number of times: you will need to pay each time.
Support modes	N/A
Support email	<a href="mailto:examschedule@psionline.com">examschedule@psionline.com</a>
Email Response Time	Up to 48 hrs
Scheduling modes	Phone, PSI website
Information Links	None
Created Date	4/22/2019
Modified Date	7/6/2021 rp