



Oregon

Kate Brown, Governor

State Board of Tax Practitioners

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August 15, 2017

At Your Pace Online, LLC
Attn: Timothy Bell
531 NE "F" Street
Grants Pass, OR 97526

Dear Timothy:

The **Basic 80-Hour Income Tax Course** materials you have submitted is approved from September 1, 2017 through August 31, 2018 for 80 hours of education credit. Jeremy Allen, CPA is approved as the course instructor.

I have contacted the Higher Education Coordinating Commission (HECC) to ensure they have approved your school as a private career school. Once you have received official notification from them I would appreciate receiving a copy for our files.

A **master copy** of the examination packet will be sent to you in early September for you to provide to your students. Any revisions to these materials during the 2017– 2018 course year will be sent to you as they occur. The Preparer exam will transition over to 2016 tax law on September 1, 2016.

It is extremely important that students receive as part of the course materials the Oregon Administrative Rules – Chapter 800, Oregon Revised Statutes 673.605 – 673.990, and the General Information Booklet (September 1, 2016 Edition). Students should be familiar with each one of these publications. It is the instructor's responsibility to thoroughly review these publications with the students. Students should be instructed on the tax preparer examination process as outlined in the General Information Booklet. Instructors should assist their students with completing their examination applications, if requested. This information is available on the Board website.

<http://www.oregon.gov/OBTP/Pages/index.aspx>

http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_800/800_tofc.html

https://www.oregonlegislature.gov/bills_laws/ors/ors673.html

Please contact me if you have any questions or concerns.

I look forward to working with you this year.

Sincerely,

Jane Billings

Exam and Education Coordinator

Oregon Board of Tax Practitioners

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MISSION: The Board of Tax Practitioners protects consumers by ensuring that Oregon tax professionals are competent and ethical in their professional activities