



## **Guideline for NASBA Credit**

The information below is required in order for CEU Institute to administer CPE credit as a sponsor with the NASBA (National Association of State Boards of Accountancy)

This guideline is meant to be an easy reference of the governing standards set forth by the NASBA.

Failure to meet these guidelines could potentially result in an inability to offer CPE credit or a withdrawal of previously provided CPE.

### **The following items are required to be provided to CEU Institute:**

- An Outline or Event Schedule (may be included with content below)
  - Copy of the content being presented (i.e. Presentations). Drafts may be acceptable as long as they provide the learning objectives and enough material to determine the content is acceptable for CPE.
  - Advertising or Promotional materials. Promotional material must follow the guidelines below.
  - Name(s) of the Qualified Reviewer(s) for programs requesting Accounting, Auditing, or Taxes. See Qualified Reviewer Guideline below
  - Copy of the program evaluation form (if not being created by CEU Institute). See Evaluation Form Guideline Below.
  - Copy of the Certificates of Completion (if not being created by CEU Institute). See Certificates of Completion Guideline Below.
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### **Promotional Material Guidelines**

Promotional Material must be labeled with the following required elements. Samples of each numbered element are shown on Exhibit 1.

1. Learning objectives
2. Instructional delivery methods (**CEU Institute will provide**)
3. Recommended CPE credit and recommended field of study (**CEU Institute will provide**)
4. Prerequisites
5. Advanced preparation
6. Program level
7. Program description
8. Course registration requirements
9. Refund policy for courses sold for a fee/cancellation policy



10. Complaint resolution policy

11. Official NASBA sponsor statement, if an approved NASBA sponsor (explaining final authority of acceptance of CPE credits) (CEU Institute can provide with logo)

Learning objectives can be addressed in a variety of ways from a descriptive paragraph to a bullet list.

Prerequisites should specifically be stated. If there are none, please state this fact. Programs that are classified as intermediate, advanced or update inherently build upon a prerequisite experience or education.

Advance preparation should be specifically stated. If there is none, please state this fact.

If Program is FREE, stating "Fee" would address the refund policy; however, a cancellation policy is still needed.

### **Evaluation Forms Guideline**

Evaluations, whether written or electronic, must be solicited from participants and instructors for each program session to determine, among other things, whether:

- Stated learning objectives were met. Learning objective should match those reflected in the advertising.
- Any stated prerequisite requirements were appropriate and sufficient.
- Program materials were relevant and contributed to the achievement of the learning objectives.
- Time allotted to the learning activity was appropriate.
- If applicable, individual instructors were effective.

At a minimum, the above list of items must be incorporated into the program evaluation. CEU Institute must receive copies of the evaluations for the course record archives.

### **Qualified Reviewer Guideline:**

CPE programs are required to be reviewed by qualified persons other than those who developed the programs to assure that the program is technically accurate and current and addresses the stated learning objectives. The reviews must occur before the first presentation of the materials and again after each significant revision of the CPE programs. (CEU Institute may ask for these contacts if requested by the board)



The participation of at least one CPA is required in the development of every program in **accounting** and **auditing**. The participation of a CPA, tax attorney, or IRS enrolled agent is required in the development of each program in the field of study of **taxes**. As long as this requirement is met at some point during the development process, a program would be in compliance. The individual can be involved during the development or the review process. (CEU Institute will REQUIRE the names of these individuals for courses related to Accounting, Auditing, and Taxes)

**Certificates of Completion Guideline:**

Certificates of Completion will incorporate the information shown in Exhibit 2.



## EXHIBIT 1

# CPActivity, LLC

## Annual Training Conference

February 10-14, 2015  
Orange County Convention Center, Orlando, Florida ⑦

Speakers from industry, the profession, and academia will present new ideas and invaluable information on training. With sessions on Method A & B, online learning methodologies, program diversity, and learning styles, your organization will want to be represented as participants deal with the current issues in corporate training.


**At this conference, participants will:** ①

- Distinguish between the goals of Method A & Method B
- Recognize the impact of online learning methods in practice
- Differentiate and classify the different learning styles of individuals
- Discover the types of programs desired by the community

**Conference Policies** ⑨

**Refunds and Cancellations:**  
Requests for refunds must be received in writing by January 16, 2015, and will be subject to a \$100 cancellation fee. No refunds will be granted after January 16, 2015.

For more information regarding refund, complaint and/or program cancellation policies, please contact our offices at 815.555.3526. ⑩



CPActivity, LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have the final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org)

**Registration** ⑧

Registration is available at [www.cpactivity.com](http://www.cpactivity.com) or by phone at 888-555-3434.  
\$899 for members  
\$999 for non-members

Conference participants can earn up to 20 CPE credits in Personnel/HR, Specialized Knowledge and Applications, and Social Environment of Business fields of study. ③

**Additional Information** ④

Prerequisites: Previous experience in developing educational programs

**Who Should Attend?** ④

- HR Training Staff
- Education Directors
- Course Developers
- Educators
- CPAS working in a training capacity
- Training Managers
- Education Vendors

Advanced Preparation: A journal article will be sent to all participants to read before the conference ⑤

Program Level: Intermediate ⑥

Delivery Method: Group-Live ⑥

⑪ ⑫



EXHIBIT 2

# Certificate of Completion

In Accordance with the standards of the National Registry of CPE Sponsors,  
CPE credits have been granted based on a 50-minute hour.

## FMS Fundamentals of the Customer Protection Rule and PAB Requirements

Program Date: \_\_\_ / \_\_\_ / 2014

|   |  |
|---|--|
| <p>Full Name (First, MI, Last) of Participant _____</p> <p>License Number of Participant _____</p> <p>Participant Address _____</p> <p>Signature of Participant _____</p> | <p>Instructor Name _____</p> <p>Instructor Signature<br/>Jill R. Benner, MBA, HCA<br/>School Official/Director of Education<br/><i>Jill R. Benner</i></p> <p>School Official Signature _____</p> |
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*Ensure we show Subject Area Field. Use the Guide in the NASBA folder to know what subject(s) they are getting credit. Should match advertising.*

*50 min = 1 credit hour. Can be split between subject areas and can give credit up to the full program length.*

|                              |         |
|------------------------------|---------|
| Subject Area Field           | Credits |
| Accounting                   | 1.0     |
| Management Advisory Services | 1.0     |

*Indicate the Instruction/Delivery Method. Must be a method we are a Sponsor for.*

*Ensure CPE logo is on Certificate*



**NASBA Registry Sponsor ID: 112606**  
**Texas State Board of Accountancy: Sponsor ID: 009963**  
**Instruction/Delivery Method: [Group Internet or Group Live]**

**CEU Institute**  
 142 W. Lakewood Ave. Suite 2060  
 Lake Mary, FL 32746 | 800-556-3559  
[www.ceuinstitute.net](http://www.ceuinstitute.net)

**CEU Institute**