Promotional Material Template

FOR NASBA CPE CREDIT PROGRAMMING

*The following template may be used to help prepare promotional materials for your next CPE event according to NASBA requirements. This is simply a guide, add any additional information necessary for your event. Please provide the information below and/or copies or screenshots of the actual promotion piece.*

**HOW DID YOU PROMOTE THIS EVENT:** *check all that apply*

\_\_\_ email \_\_\_ social media \_\_\_ local media \_\_\_ website

\_\_\_ postcard \_\_\_ newsletter \_\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The [CHAPTER] of Accounting & Financial Women’s Alliance**  
invites you to attend our next program

**[NAME OF PROGRAM]**

With [NAME OF SPEAKER with CREDENTIALS], [SPEAKER TITLE], [COMPANY]

[DATE]

[LOCATION/ADDRESS OF EVENT]

[TIME]

Earn [#] hour(s) of CPE Credit

**Program Summary and Learning Objectives:**

[Add learning objectives based on outcomes that clearly articulate the knowledge, skills and abilities that can be achieved by participants. Example: After completing this course, participants will be able to: List the six types of strategic plans; or define the four steps in the planning process.]

**Program Level:** [BASIC, INTERMMEDIATE, ADVANCED, UPDATE, OR OVERVIEW]

**Field of Study:** [MUST BE ONE OF NASBA’S 23 SPECIFIED FIELDS OF STUDY]

**Program Prerequisites/Advance Preparation:** [I.E All programs identified as intermediate, advanced, or update must clearly identify a prerequisite. Utilize the NASBA level definition to generate the prerequisite. If program is basic or overview and has no advanced work, write “none”]

**Instructional Delivery Method:** Group Live

**RSVP today by** [PROVIDE LINK OR CONTACT INFORMATION]

**Registration Cost** [PROVIDE THE COST OF ATTENDANCE FOR MEMBERS AND NON MEMBERS]

**Administrative Policies:** If you would like to make or cancel a reservation, please send an email to <email address>or call <chapter contact> at <phone>.

Per chapter rules, if you register and do not attend, you will be charged the cost of the luncheon/dinner. For more information regarding administrative policies such as complaint and refund, please contact <name of chapter> Program Chair, <name> at <name of chapter>, <street address, city, state, zip>, <email> or <phone>.

# Official National Registry Statement

The Accounting & Financial Women’s Alliance 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 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: <https://www.nasbaregistry.org/>.

**Mission of AFWA**

The mission of the Accounting & Financial Women’s Alliance is to enable women in all accounting and finance fields to achieve their full potential and to contribute to their profession. For more information about the Accounting & Financial Women’s Alliance (AFWA), please visit [www.afwa.org](http://www.afwa.org)