Chapter Training: Submitting CPE
For Fast Approval

July 2019

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HEADQUARTERS STAFF

For the purposes of CPE, email CPE@AFWA.org to reach all staff.

- DEBI WILLIAMS
  - CPE review and approvals
  - Program promotion
  - NASBA sponsorship
- CINDY STANLEY
  - Executive Director

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CPE Registry

- AFWA pays $4,200 annually to be a registered sponsor of CPE with NASBA
  - Includes group-live and internet-based
  - All submission requirements are NASBA specified
  - AFWA's obligation to NASBA requirements
- Also a registered provider with IMA's CMA program
- NASBA is an IRS approved accrediting organization
- Pay attention to state requirements

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CPE Timeline

- CPE Packets are due to AFWA Headquarters within 30 days of your program!
- All requests for the current year are due to AFWA Headquarters by **September 30**!
  - *All CPE information for events held Nov 1, 2018 – Sept 30, 2019 must be submitted*
  - *A CPE request form must be submitted in advance for any event planned for October 2019.*

Nov 1, 2018

CPE Submission Deadline
include pre-approvals for October
Sept 30, 2019

Oct 31, 2019

NASBA Programming Year

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Moving on…

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Materials

- All forms and materials discussed today are available in the AFWA Members Portal > Programming Toolkit
- A recording of this webinar will be posted
- Additional CPE FAQ's are available
- NASBA Fields of Study

MEMBER PORTAL

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Checklist & Request

- CPE Request for Credit Checklist
  - Your guide for preparing all the required materials
  - This form does not need to be submitted with your request
- Request for CPE Credit Form
  - Includes all the general information about your event, must be signed by the President or CPE Chair
  - Required Instructor information
  - Single Program or Multi-Program forms

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Speaker Information & CPA Participation

- Speaker information, including name, title, company name and brief bio should be included on either the CPE request form OR within promotional materials.

NASBA REQUIREMENTS

- The participation of at least one licensed CPA (in good standing and holding an active license or the equivalent of an "active" CPA license in a U.S. jurisdiction) is required in the development of every program in **accounting and auditing**. *(NASBA Standard No. 5)*

- The participation of at least one licensed CPA, tax attorney, or IRS enrolled agent (in good standing and holding an active license or the equivalent of an "active" CPA license in a U.S. jurisdiction) is required in the development of every program in the field of study of **taxes**. *(NASBA Standard No. 5)*

- As long as this requirement is met **at some point during the development** process, a program would be in compliance. *(NASBA Standard No. 5)*

- The state licensure, license number, and status of license should be maintained. (NASBA S24-01)

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Program Information

- Program description and learning objectives may be submitted on the CPE Request form or within the promotional materials.

- Timed Outline
  - Detail the topics covered in the presentation
  - Ask the speaker to provide
  - 50 minutes of content + 10 minutes introduction and Q&A

- **Required Elements of Engagement**: "A group live program must include at least one element of engagement related to course content during each credit of CPE." *(Ex. Group discussion, polling questions, instructor-posed question)*
  - Ask your presenter to prepare a discussion question for the group
  - Note the Element of Engagement with the Timed Program Outline

- Session Handouts: such as PowerPoint slides, a brochure, or flyer from the presenter.
  - If none are available, initial the CPE Request to confirm that no handouts were available.

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Promotional Materials

- How did you get the word out about your event?
  - Screenshot of event page on website or Facebook
  - Copy of email or newsletter

- Template available to ensure you include all the required information:

Learning Objectives	Program Description
Delivery Method	Registration Requirements
Recommended CPE	Refund Policy
Field of Study	Complaint Resolution
Prerequisites/Preparation	NASBA Registry Statement

Required if intermediate, advanced or update.

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Description vs Objectives

A description provides a general overview of the topic and what the presenter will discuss

AFWA Staff will go over new NASBA requirements, as well as your checklist for submitting Chapter CPE packets for fast approval.

Learning objectives complete the sentence "After completing this course, you will be able to…" providing key take aways for attendees.

After this session, you'll understand the timeline for submitting CPE packets. You'll learn where to find helpful templates and checklists to complete your packet. And you'll learn the requirements for gaining approval for your Chapter's CPE.

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NASBA Program Levels

All programs labeled as intermediate, advanced, or update must clearly identify prereq education, or experience.

Tip: use the level definition to provide the perquisite. For example: This program is most appropriate for CPAs with a detailed knowledge in Tax…

- **Basic** - most beneficial to CPAs new to a skill or an attribute. These individuals are often at the staff or entry level in organizations.
- **Intermediate** - builds on a basic program, most appropriate for CPAs with detailed knowledge in an area. Such persons are often at a mid-level within the organization, with operational and/or supervisory responsibilities.
- **Advanced** - most useful for individuals with mastery of the particular topic. This level focuses on the development of in-depth knowledge, a variety of skills, or a broader range of applications. Advanced level programs are often appropriate for seasoned professionals within organizations
- **Overview** - provides a general review of a subject area from a broad perspective.
- **Update** - provides a general review of new developments. This level is for participants with a background in the subject area who desire to keep current.

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YOU'RE NOT BASIC

AFWA Programming in NASBA Year 2018

- Update 1%
- Advanced 1%
- Overview 19%
- Intermediate 20%
- Basic 59%
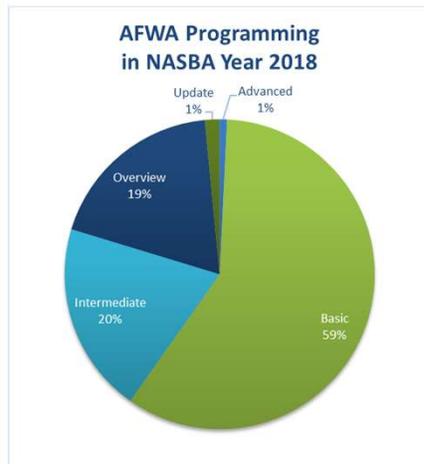
- Basic = entry level
- Attendees want to learn something new and are drawn to intermediate and advanced programming
- Evaluate your programming and push higher, don't underestimate your attendees
- Set Goals!
  - Host an advanced workshop and charge a registration fee
  - Host more intermediate than basic

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Attendee Sign-In

- Attendee Sign-in
  - All attendees must sign in
  - An RSVP list does not meet the NASBA requirements
- Template is available – feel free to customize
  - Time in/Time out
  - AFWA Member yes/no
  - Email address and/or phone number
    - Especially important if sending certificates electronically
  - First time attendee yes/no
- Responsibility to monitor attendance: … CPE program sponsors must maintain a process to monitor individual attendance at group programs to assign the correct number of CPE credits. *(NASBA S16-02)*
  - Time in/Time out
  - CPE Monitor for the full session

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Program Evaluation

- Use the template provided to ensure all the required questions are asked
- Provide a summary of responses
- Survey Monkey
  - eSurveys may be used, however be sure you are still collecting feedback from all attendees.
  - Consider providing feedback to your speaker and always review for your own planning

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Program Evaluations

- BONUS TIP: Use this opportunity to ask other questions of your attendees
  - Recommendations for future program topics or locations
 - Volunteer interest

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Certificate of Completion

- Single and Multi-event templates available on the Members Portal
  - Your Chapter may design your own Certificate, but all NASBA required information must be included.
- Does not need to be signed by the attendee, must be signed by the President or CPE Chair
- May be distributed to attendees at the program or following via email
  - Must be provided as soon as possible to attendees, not to exceed 60 days
- Be aware of any additional State requirements
- As long as a complete sign-in sheet is provided only <u>one Certificate</u> needs to be submitted
  - Leave the attendee line blank

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Most Common Send Backs

- Missing Documentation
  - Handouts
  - Promotional Material
  - Timed Outline
- Wrong Field of Study
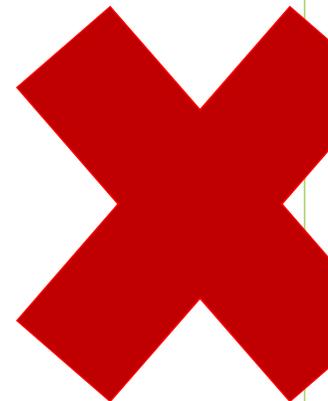
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Retention – 5 years

- List of program attendees
- Date and location of program
- Names of instructors or speakers
- Copies of completed program evaluations
- Amount of recommended CPE

- Consider a Dropbox for your Chapter

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NASBA FIELDS OF STUDY

TECHNICAL

- Accounting
- Accounting (Governmental)
- Auditing
- Auditing (Governmental)
- Business Law
- Economics
- Finance

- Information Technology
- Management Services
- Regulatory Ethics
- Specialized Knowledge
- Statistics
- Taxes

NON-TECHNICAL

- Behavioral Ethics
- Business Management & Organization
- Communications & Marketing
- Computer Software & Applications
- Personal Development
- Personnel/Human Resources
- Production

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Questions?

Contact CPE@AFWA.org or Deborah.Williams@AFWA.org

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Chapter Achievement Awards

What was your best program last year?
What have you done to increase attendance?
Did you have an overall awesome programming calendar?

Share your success and share your ideas through the AFWA Chapter Achievement Awards!
July 31 deadline >> AFWA.org/member-home/chapter-achievement

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Connect with AFWA
anytime at AFWA.org on these social sites
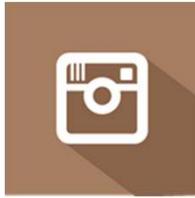
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