NASBA Requirements for CPE

The following are items that must be maintained and produced as part of our sponsorship agreement with NASBA. Please submit the following to Accounting & Financial Women’s Alliance Headquarters with the request for CPE Credit Form within 30 days after your program. All components are required.

[ ]  CPE Request Form

 [ ]  Must be signed by Program Chair or President

[ ]  **Promotional Materials, which must include:**

[ ]  Program title

[ ]  Learning objectives and program content

[ ]  Program level (i.e., basic, intermediate, advanced, update, or overview)

[ ]  Program prerequisites (in terms of education, experience, both, or none)

[ ]  Advance preparation (if required)

[ ]  Instructional delivery method

[ ]  Recommended amount of CPE credit

[ ]  Program date

[ ]  Administrative policies (program registration requirements, refund policy, and complaint resolution policy)

[ ]  Official National Registry Statement (see Promotional Materials template)

**[ ]  Certificate of Attendance/Completion, which must contain:**

[ ]  AFWA chapter contact return address & AFWA National Headquarters address

[ ]  Name of Attendee

[ ]  Program title, field of study, instructional delivery method, location, and date offered or completed

[ ]  Recommended amount of CPE credit

[ ]  The following statement: “In accordance with the standards of the National Registry of CPE Sponsors,

CPE credits have been based on a 50-minute hour.”

[ ]  Signature of program chair or President

[ ]  AFWA’s National Registry sponsor number: #105423

# [ ]  Speaker Information

[ ]  Speaker biographies

[ ]  Timed Program outline/agenda

**[ ]  Evaluation Form, which must contain questions to determine:**

[ ]  Were stated learning objectives met

[ ]  Were stated prerequisites appropriate and sufficient

[ ]  Were program materials relevant and did they contribute to the achievement of the learning objectives

[ ]  Was the time allocated to the learning activity appropriate

[ ]  Were individual instructors effective

[ ]  This form must be completed by all attendees and all results submitted

**[ ]  Attendee Sign-In Form**

[ ]  All attendees must sign in

**[ ]  Session Handouts** (handout, brochure, presentation slides…)

The following must be retained by the chapter for a minimum of five years:

[ ]  List of program attendees/Sign-in sheets

[ ]  Date and location of the program, program description

[ ]  Names of the author/instructor, author/developer, and reviewer as applicable

[ ]  Results of the program evaluation

[ ]  Amount of recommended CPE credit