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