# Request for CPE Credit

Please submit this form with the required supporting documentation (*per the NASBA checklist*) within 30 days after your program, to CPE@AFWA.org

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| **Name of Person Submitting Form:** |  |
| **Chapter Role** *(ex. CPE Chair, President…)*: |  |
| **Chapter Name:** |  | **State:** |  |

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| **Date of Program:** |  |
| **Title of Program:** |  |
| **Program Field of Study:** |  |
| *Must be one of 23 subject matter areas specified by NASBA* |
| **Program Level:** |  |
| *Basic, intermediate, advanced, overview, update* |
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| **Instructor Name(s):** |  |
| **Title:** |  | **Company:** |  |
| **Brief Bio:** *submit here or within promotional materials* |
| * If field of study is **accounting or auditing,** participation of at least one licensed CPA is required in the development and/or review of the program.
* If field of study is **taxes,** participation of at least one licensed CPA, tax attorney or IRS enrolled agent is required in the development of the program.
* If **accounting**, **audit**, or **tax**, the following is required of at least one **instructor/author/reviewer of the program**:

Name (if different than instructor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State of Licensure: \_\_\_\_\_\_\_\_\_\_\_\_ Status of License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., valid through 1/30/2024)  |

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| **Program description and learning objectives:** *submit here or within promotional materials* |

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| **Program Outline:** 1 CPE earned for 50 minutes of topic discussion. Introductions, networking icebreakers, and announcements do not count toward the 50 minutes.List topic and approx. amount of time spent on each topic.*Example: Value of email (5 min), Email options (10 min), Volume and spam (10 min)* |
| **Element of Engagement:** At least one element of engagement must be included per CPE hour. (Ex. Group discussion, speaker-posed question, audience polling, Q&A).*Example: Group discussion: biggest email pet peeve* |

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| **Session Handouts:** Session handouts may include actual materials distributed by the presenter or copies of the slides presented and should be provided along with this packet. If no handouts are available from the program, please initial the statement below.Session handouts were not available for this program (initials) \_\_\_\_\_\_\_\_\_\_ |

In addition to this completed form, please provide

* Program promotional materials with all NASBA required elements
* Certificate of Completion/Attendance, completed with the attendee line left blank
* Attendee sign-in sheet
* Session handouts
* Summary of session evaluation results

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*Signature of Program Chair or Chapter President* *Date Submitted*