

STATE BOARD OF ACCOUNTANCY

MAILING ADDRESS

STATE BOARD OF ACCOUNTANCY
P.O. BOX 2649
HARRISBURG, PA 17105

COURIER ADDRESS

STATE BOARD OF ACCOUNTANCY
2601 NORTH THIRD STREET
HARRISBURG, PA 17110

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WEB www.dos.pa.gov/account

CONTINUING PROFESSIONAL EDUCATION PROGRAM SPONSOR INITIAL APPLICATION

\$145.00 NON-REFUNDABLE APPLICATION FEE Check or money order only, made payable to the "Commonwealth of Pennsylvania." There is a \$20.00 charge for all checks returned "not paid" regardless of the reason for non-payment. If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the Board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance. Approval being issued once application is approved/processed will expire December 31st of the odd numbered year. Complete using black ink. Submit original application, not a copy

SECTION 1:

SPONSOR NAME:		
CONTACT PERSON:		
SPONSOR ADDRESS	STREET	
	CITY/STATE/ZIP CODE	
BUSINESS TELEPHONE NUMBER AND EMAIL ADDRESS:		
Would you like us to communicate with you regarding this application via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION 2: Certification

We agree to offer CPE programs in one or more of the subject areas defined in 49 Pa Code § 11.63 and we understand that CPE programs may be offered in subject areas other than those designated, and agree that we will not present for credit under the Pennsylvania CPA Law any CPE program in a subject area other than those designated without specific board approval of the program.

We agree that for each program we meet the requirements of 49 Pa Code § 11.71. We understand that program records shall be subject to an offsite review by the board. We understand that the board may withdraw approval for any violation of 49 Pa Code § 11.72.

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. § 4911.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that any false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

Signature of sponsor representative-Same as contact person in Section 1

Date-must be within 30 days of receipt in Board Office

THE FOLLOWING INFORMATION MUST ACCOMPANY THIS APPLICATION:

- 1.** A list of existing or planned program offerings.
- 2.** Total number of credit hours requested for each program. CPE credit must be at least 1 full hour in length.
- 3.** Attendance certification method – Submit a sample of your sign-in sheet you will use to verify daily attendance. Additionally, attach a sample of your certificate of completion. Attached certificate is to be used as a sample only – create a certificate based on your firm/company.
- 4.** Program objectives.
- 5.** Admission requirements – Identify any pre-requisites to taking this course. Identify the experience level.
- 6.** Program outlines – provide detailed information.
- 7.** Instruction and evaluation methods – Evaluations are expected from both the participants and instructors. Submit sample evaluation forms for the speaker, instruction, program and facility.

NOTE: SUBMIT ALL INFORMATION ON 8 ½ X 11 PAPER, SINGLE-SIDED AND UNATTACHED. PLEASE REVIEW THE CPA REGULATIONS REGARDING THE PROGRAM SPONSOR RESPONSIBILITIES AND INFORMATION REGARDING CPE REQUIREMENTS PRIOR TO SUBMISSION OF THIS APPLICATION.

IT IS THE RESPONSIBILITY OF THE PROGRAM SPONSOR TO MAINTAIN RECORDS OF ATTENDANCE FOR A 5-YEAR PERIOD.

INFORMATION:

Organizations approved by NASBA are not required to obtain separate approval from the Pennsylvania State Board of Accountancy (Board).

Upon approval by the Board, an applicant will be assigned a program sponsor number and a biennial registration from the State Board of Accountancy that reflects the program sponsor number.

An approved program sponsor shall renew its approval by December 31 of each odd-numbered year.

A renewal application shall list the program sponsor's planned program offerings for the upcoming renewal period.

An approved program sponsor shall maintain a current address with the Board.

An approved program sponsor shall be subject to an off-site review of its continuing education programs.

CERTIFICATE OF COMPLETION (sample)

(NAME OF ORGANIZATION-PROGRAM SPONSOR)
(ADDRESS/CONTACT INFORMATION OF ORGANIZATION
SPONSORING PROGRAM)

WE HEREBY CERTIFY THAT (ATTENDEE'S NAME): _____

HAS ATTENDED/COMPLETED OUR (COURSE NAME): _____

PROGRAM ON (DATE): _____

LOCATION OF PROGRAM: _____

TYPE OF CPE CREDIT (GROUP OR INDIVIDUAL STUDY (INTERACTIVE OR
NON-INTERACTIVE)): _____ HOURS: _____

CATEGORY (A&A, TAX, ETHICS, OTHER): _____

PENNSYLVANIA SPONSOR # **PX**: _____

NAME OF AUTHORIZED
REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED
REPRESENTATIVE: _____

**NOTE: THIS IS A SAMPLE COPY ONLY-PROGRAM SPONSOR MUST
CREATE THEIR OWN CERTIFICATE.**

EVALUATION FORM (SAMPLE ONLY):

NAME OF PROGRAM SPONSOR

ADDRESS

CONTACT INFORMATION-PHONE/EMAIL/CONTACT NAME

DATE: _____

PROGRAM TITLE: _____

LOCATION: _____

WERE YOU THE: **PARTICIPANT** **INSTRUCTOR**

Please evaluate the following aspects of this continuing education program:

Rate the Following (5 Excellent – 1 Poor)	1	2	3	4	5	Comments
Were the seminar's objectives met?						
Were the prerequisites and/or level of knowledge required to understand this program appropriate?						
Rate the facility.						
Instructor's level of knowledge of program content and industry.						
Advanced preparation materials, if any, were satisfactory?						
Program content was timely and effective?						

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