UTAH ASSOCIATION OF CPAS

CPE Reporting Quick Guide

Essential guidelines for tracking and reporting CPE hours through NASBA's CPE Audit Service

Reporting Portal
cpeauditservice.nasba.org

Where do I report my CPE hours?

Utah CPAs report and verify their ongoing continuing professional education through **NASBA's CPE Audit Service** at `cpeauditservice.nasba.org`.

Where do I find my registration code or login information?

If you need your initial registration code to set up your account, request it by emailing **B6@utah.gov** (DOPL) or the CPE Audit Service team at **cpeauditservice@nasba.org**. Always include your **full name** and **Utah CPA license number** in the email.

How do I enter the required Ethics & Utah Laws & Rules credits?

Utah requires **4 total ethics credits** per cycle, which must include **1 hour of Utah Laws and Rules** and **3 hours of general/regulatory ethics**.

Select *Regulatory Ethics* or *Behavioral Ethics* from the dropdown. The system will prompt: *"Did the course contain one hour of education on Utah's Rules and Regulations?"*

Course Type Completed	Answer to Prompt	System Allocation
4-Hour Course (3 Ethics + 1 UT Rules)	Select **"YES"**	1 credit applies to UT Rules & Regs; 3 credits apply to Ethics & Total Hours.
3-Hour Course (Standard Ethics only)	Select **"NO"**	All 3 credits apply to Ethics & Total Hours. (UT Rules must be taken separately).
1-Hour Course (Utah Rules standalone)	Select **"YES"**	1 credit satisfies UT Rules & Regs and applies toward Ethics & Total Hours.

Note: In the Utah Requirements summary, "UT Rules and Regulations" is nested below Ethics. Fulfilling it automatically counts toward both the Ethics and Total Hours requirements.

How do I report carryover hours from a previous reporting period?

Option 1 (Automatic): If your previous cycle hours were recorded in the CPE Audit Service, the system automatically calculates carryover based on past records logged in that cycle.

Option 2 (Manual Entry): If previous hours were tracked outside NASBA or in a legacy board system, create a single consolidated manual entry labeled *"Carryover"* in your current period.

What if my certificate does not have a NASBA sponsor number?

Because Utah is not exclusively a NASBA-registry-mandated state, simply enter the letter **"E"** (for **Exempt**) in the NASBA sponsor number field when prompted.

NEED HELP? SUPPORT & ASSISTANCE CHANNELS

NASBA CPE Audit Service Support

- **Phone:** 1-844-273-8722 (Toll-Free, M–F 8:00 AM – 4:30 PM CST)
- **Email:** cpeauditservice@nasba.org
- **In-Portal Help:** Click the "Help" tab located at top of portal after login.

Emailing Support for OKTA / Login Issues:

To ensure faster resolution, always include:

1. Your full legal name
2. State of licensure (Utah) and CPA License #
3. A brief description or screenshot of the error message