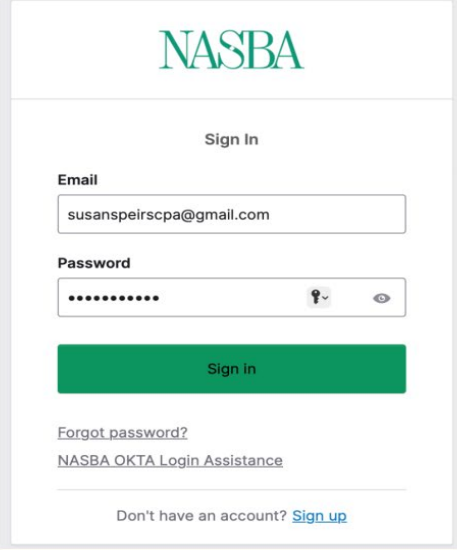
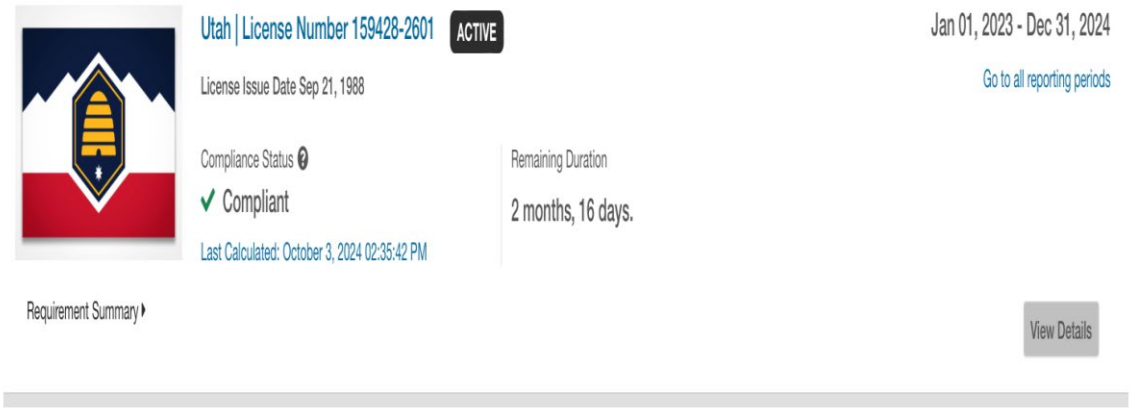
Step by Step CPE



UACPA

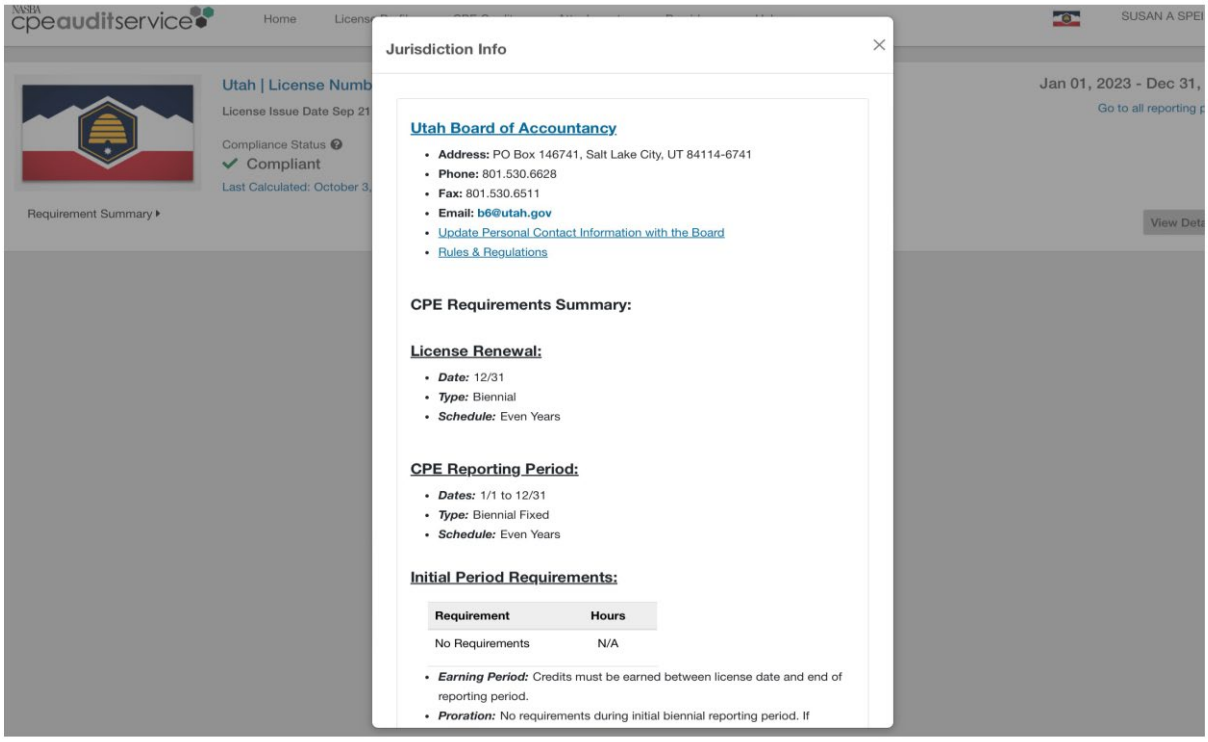
Pretty self explanatory. The password will change every 90 days.

Step by Step CPE

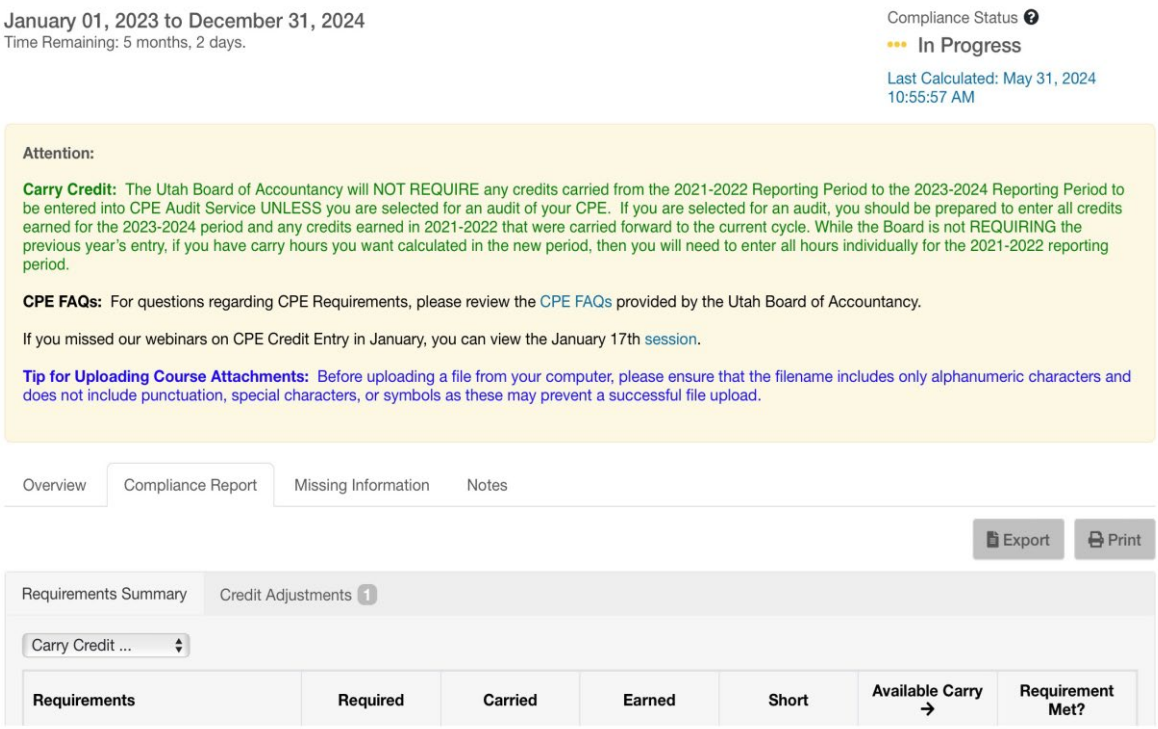


UACPA

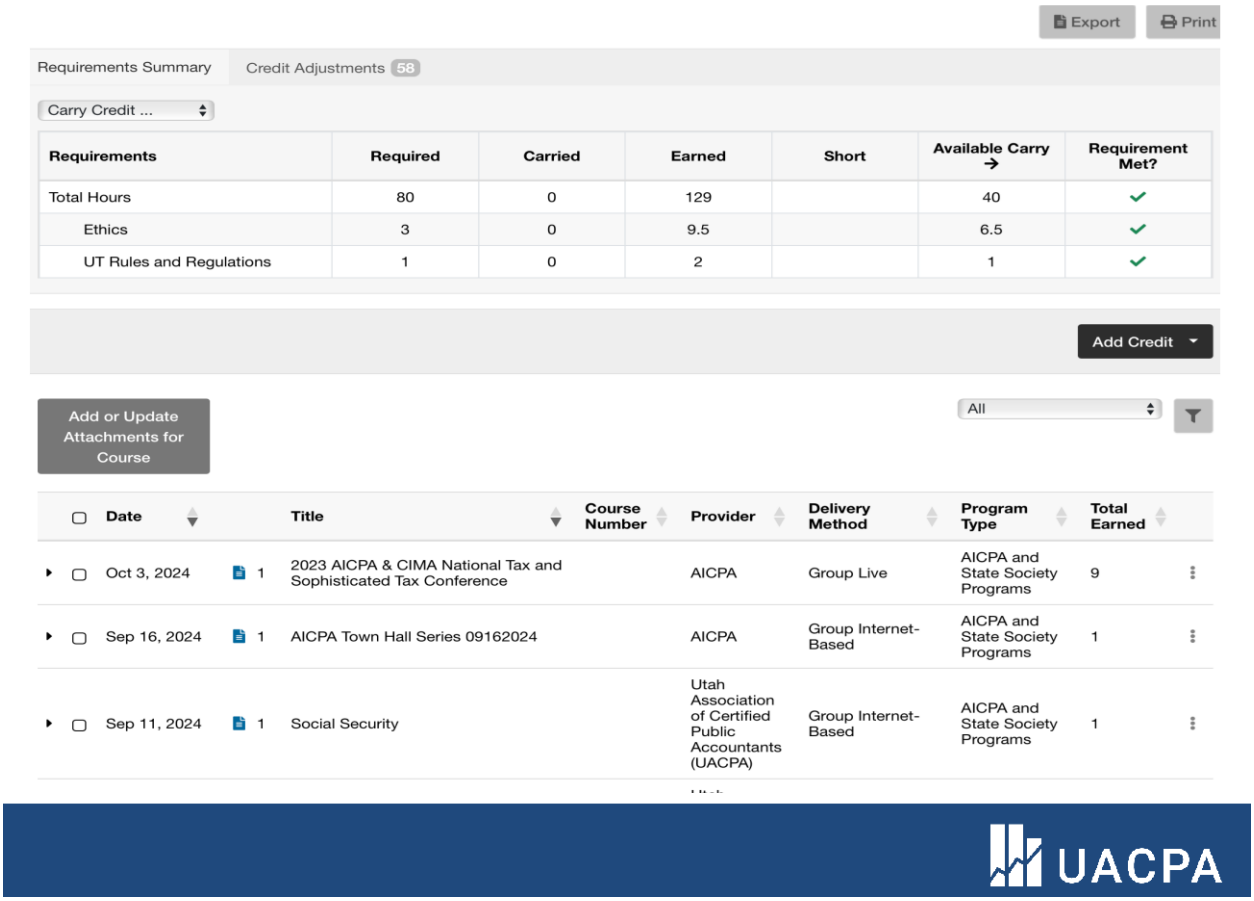
Once you log in, this page will come up. If you click on “View details” the next page will appear.



This gives info as to where you can go for questions at the state level. The B6@utah.gov is a monitored e-mail address.



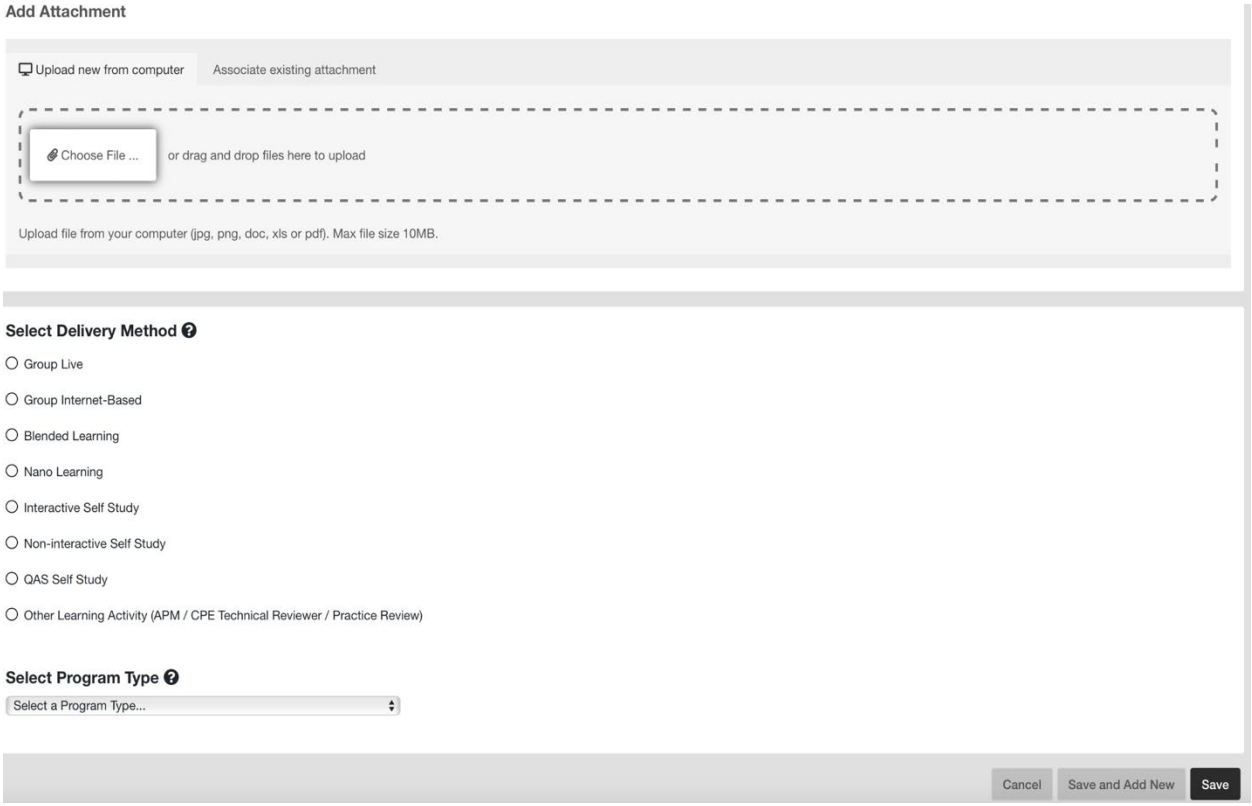
This is the next page.



A you scroll down from the previous page, you will see a summary of your credits. This causes confusion to a lot as this isn't how CPAs read reports. Everything rolls up into the Total hours. There is no carryforward on Ethics or Utah Laws and Rules. NASBA is indicating that the overage is included in the "Earned" credits.

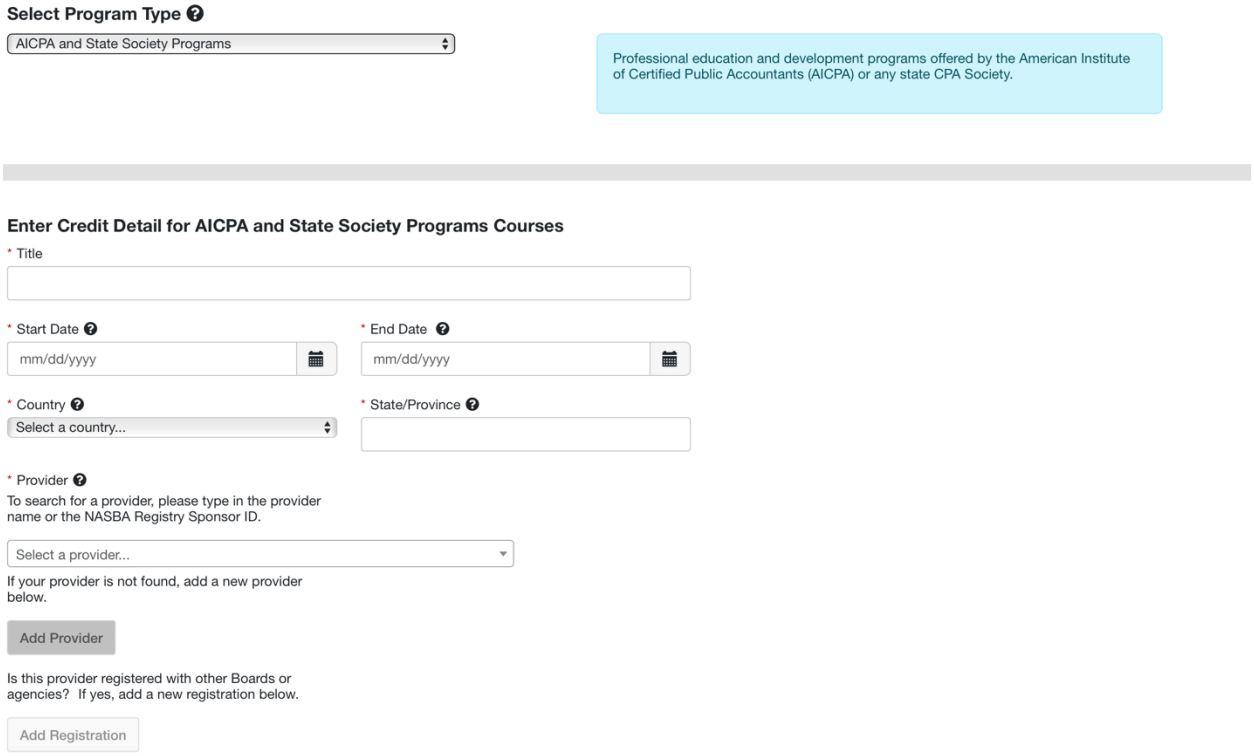
If members ask, there is no carryforward for Ethics or Utah Laws and Rules. If extra credits are taken, they should be counted in the regular CPE hours. There is a maximum of 40 hours carryforward that will go into next year.

If a person renews their license before the end of the year, and takes additional CPE and reports it, it's supposed to roll into the next reporting period – we'll see if that really happens.

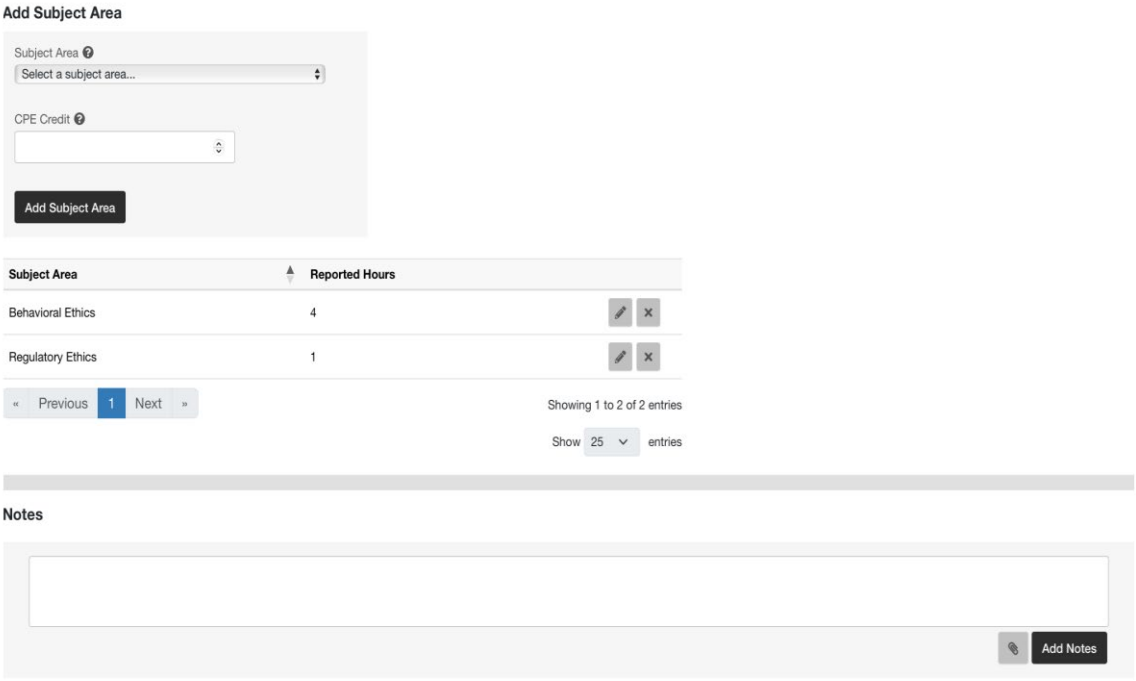


You can drag the CPE certificate over to the top box as you begin to input CPE.

You must select a “Delivery Method” and program type in order to proceed.



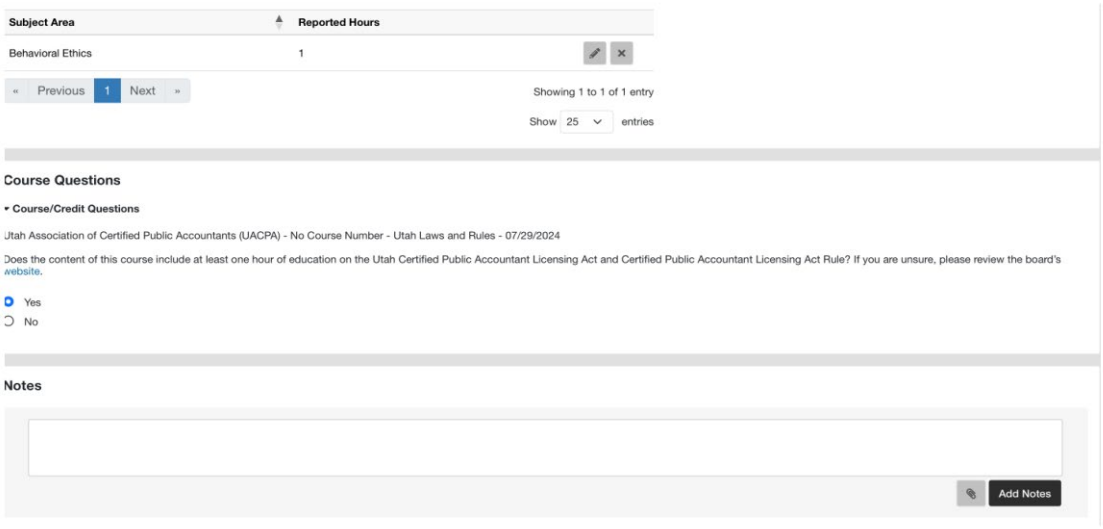
This is pretty self explanatory. We have added UACPA and Utah Association of Certified Public Accountants. We have asked that the system utilize machine learning.



UACPA

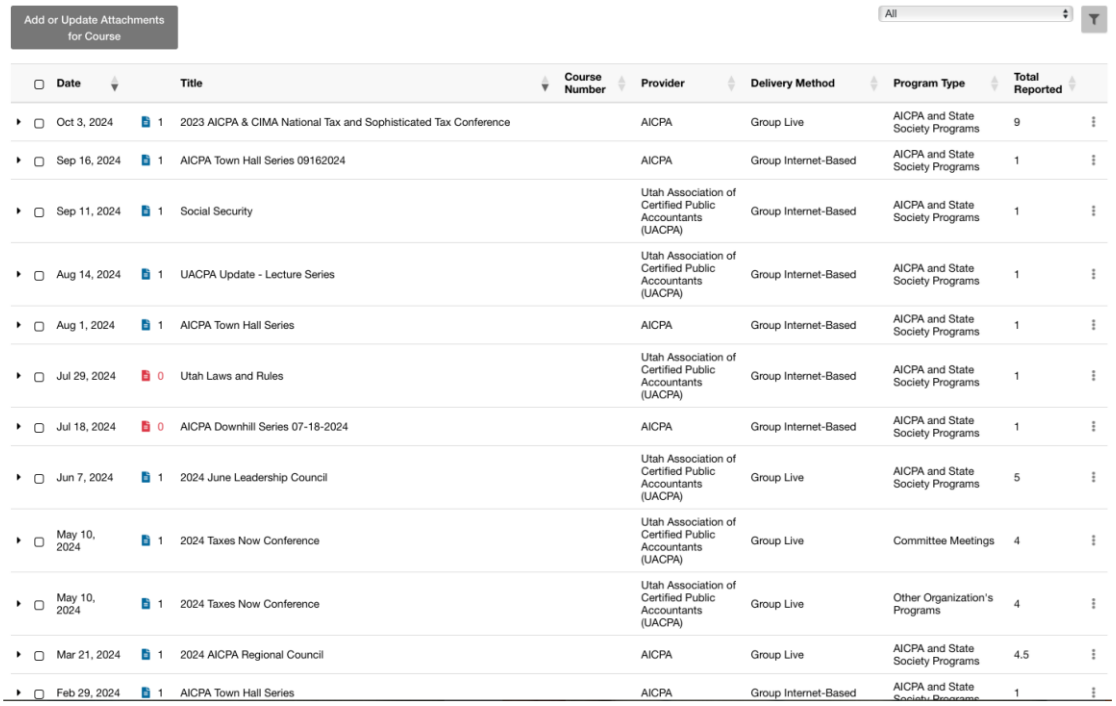
When reporting for Ethics, you need to select Behavioral Ethics from the drop down. In the CPE credit box, type in how many hours and then click subject area. For Utah Laws and Rules, choose Regulatory Ethics and again add the hours and click on add subject area. You should get the next slide…

Side note – you have to click on the add subject area with each set of CPE you're reporting. This is throwing a lot of people off. In my opinion, the box is in the wrong place.



UACPA

For the ethics CPE, after the subject is chosen, this box should appear. Sometimes it does, sometimes it doesn't.



	Date		Title	Course Number	Provider	Delivery Method	Program Type	Total Reported
▸ ☐	Oct 3, 2024	1	2023 AICPA & CIMA National Tax and Sophisticated Tax Conference		AICPA	Group Live	AICPA and State Society Programs	9
▸ ☐	Sep 16, 2024	1	AICPA Town Hall Series 09162024		AICPA	Group Internet-Based	AICPA and State Society Programs	1
▸ ☐	Sep 11, 2024	1	Social Security		Utah Association of Certified Public Accountants (UACPA)	Group Internet-Based	AICPA and State Society Programs	1
▸ ☐	Aug 14, 2024	1	UACPA Update - Lecture Series		Utah Association of Certified Public Accountants (UACPA)	Group Internet-Based	AICPA and State Society Programs	1
▸ ☐	Aug 1, 2024	1	AICPA Town Hall Series		AICPA	Group Internet-Based	AICPA and State Society Programs	1
▸ ☐	Jul 29, 2024	0	Utah Laws and Rules		Utah Association of Certified Public Accountants (UACPA)	Group Internet-Based	AICPA and State Society Programs	1
▸ ☐	Jul 18, 2024	0	AICPA Downhill Series 07-18-2024		AICPA	Group Internet-Based	AICPA and State Society Programs	1
▸ ☐	Jun 7, 2024	1	2024 June Leadership Council		Utah Association of Certified Public Accountants (UACPA)	Group Live	AICPA and State Society Programs	5
▸ ☐	May 10, 2024	1	2024 Taxes Now Conference		Utah Association of Certified Public Accountants (UACPA)	Group Live	Committee Meetings	4
▸ ☐	May 10, 2024	1	2024 Taxes Now Conference		Utah Association of Certified Public Accountants (UACPA)	Group Live	Other Organization's Programs	4
▸ ☐	Mar 21, 2024	1	2024 AICPA Regional Council		AICPA	Group Live	AICPA and State Society Programs	4.5
▸ ☐	Feb 29, 2024	1	AICPA Town Hall Series		AICPA	Group Internet-Based	AICPA and State	1

If the box doesn't appear, go into the main screen and edit the class and the screen will appear.

You will click on the 3 dots on the right hand side of the page. There will be an edit symbol. From that point you can re-enter the class and the question box will appear. A pain – I know. ☹