

Utah CPE Registry

CHAPTER & COMMITTEE EVENT ADVERTISEMENT & CPE APPROVAL REQUEST

Attention Committee Chairs: If this event incurs costs for which you would like reimbursement from the UACPA, you must complete a Program Expense Guidelines Form and submit to April Deneault at ad@uacpa.org.

Submit this application and supporting documentation by the 5th of the month prior to month of publication to:
April Deneault ad@uacpa.org.

Chapter/Committee Name _____

Chapter/Committee Contact _____ Telephone _____

Mailing Address _____

City _____ State _____ Zip _____

Date of Request _____

Event Information for Newsletter & Events Network Flier:

Event Title: _____

Date of meeting/ event _____

Event Time: From _____ To: _____ Member Fee _____ Nonmember fee _____
(20% higher than member fee)

Speaker Name: _____ Company/Firm: _____

☐ Speaker Bio Attached

Location of event (name & address) _____

RVSP to: _____ at (phone number and/or e-mail) _____

Subjects that will be covered (check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Accounting & Auditing | <input type="checkbox"/> Economics | <input type="checkbox"/> Business & Management Organizations |
| <input type="checkbox"/> Taxation | <input type="checkbox"/> Business Law & Litigation Support | <input type="checkbox"/> Social Environment of Business |
| <input type="checkbox"/> Management Advisory Services | <input type="checkbox"/> Finance | <input type="checkbox"/> Specialized Areas of Industry - such as Film Industry, Real Estate, Farming |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Business Production | |
| <input type="checkbox"/> Communication Arts | <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> Mathematics, Statistics, Probability & Quantitative Analysis | <input type="checkbox"/> Personnel Relations, Development & Management | |

Check the appropriate box below:

You are not required to offer CPE credit for your event. However, many members rely on UACPA committee and chapter events to obtain CPE hours. If you choose not to offer CPE credit, your event will be advertised as "Not Approved for CPE." If you choose to submit your event information after it has taken place, the event will be advertised as "Approval Pending" and it is your responsibility to follow up as necessary. If you submit your event information at this time and the application is approved prior to your event, it will be advertised as "Approved for ____ hours."

- ☐ CPE Credit **WILL NOT** be offered for this event
- ☐ CPE Credit **WILL** be offered for this event and I have attached the information required for CPE Approval
- ☐ CPE Credit **WILL** be offered for this event but I will submit the information for approval after the event (Return this page only and keep the CPE Approval Section to submit at a later date)

Event Information for CPE Approval

The following information and documentation **MUST** be submitted with this application or it will **NOT** be processed for CPE Approval and will be returned for completion.

Learning objective _____

Prerequisites (if any) _____

Advance preparation required (if any) _____

- ☐ **Instructor resume** (attach to application)
- ☐ **Program content** (in the form of handouts, etc. - attach to application)
- ☐ **Number of CPE hours requested** _____ (In determining the number of CPE hours to request, consider only actual productive class or student involvement. 50 minutes is equal to one hour CPE credit. Half hour credits are granted after the first hour of credit is gained.)
- ☐ **Number of Utah Laws & Rules hours requested** _____
- ☐ **Number of Ethics hours requested** _____
- ☐ **An explanation of how this program maintains or increases the competency of a CPA.**
(See attached sheet.)

Instructional delivery method (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> case studies | <input type="checkbox"/> programmed instruction |
| <input type="checkbox"/> computer-assisted learning | <input type="checkbox"/> teleconferencing |
| <input type="checkbox"/> lectures | <input type="checkbox"/> use of audio-visual aids |
| <input type="checkbox"/> group participation | <input type="checkbox"/> work group |

Course level (check one)

- | | |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Advanced | <input type="checkbox"/> Update |
| <input type="checkbox"/> Intermediate | <input type="checkbox"/> Overview |
| <input type="checkbox"/> Basic | |

Has the material been reviewed by qualified persons other than the developer to ensure that the program is technically accurate and current and addresses the stated learning objective or is the lecture a one time event for which you are relying on the professional competence of the instructor?*

- ☐ Yes, the material has been reviewed by qualified persons other than the developer
- ☐ No, the lecture will be delivered one time and we are relying on the professional competence of the instructor

*Standard No. 5 of the Utah State Accountancy Act Rules governing CPE states: *CPE program sponsors of group and self-study programs must ensure learning activities are reviewed by qualified persons other than those who developed them to ensure that the program is technically accurate and current and addresses the stated learning objectives. These reviews must occur before the first presentation of these materials and again after each significant revision of the CPE programs. (i) Individuals or teams qualified in the subject matter must review programs. When it is impractical to review certain programs in advance, such as lectures given only once, greater reliance should be placed on the recognized professional competence of the instructors or presenters. Using independent reviewing organizations familiar with these standards may enhance quality assurance.*

By signing below I attest that the information provided is true to the best of my knowledge.

(Print Name)

(Signature)

(Date)

Upon approval, the Utah CPE Registry will provide you with an evaluation form and certificate of completion. Please return the completed evaluation forms, along with your sign-in list to the UACPA. The certificate of completion must be provided to participants at the end of the event.