



**ACCOUNTANCY BOARD OF OHIO**  
 77 South High Street, 18<sup>th</sup> Floor  
 Columbus, Ohio 43215-6108  
 Telephone: 614.466.4135  
<http://acc.ohio.gov/>

<b>OFFICE USE ONLY</b>
CPE: _____
Type: _____

**OHIO PROFESSIONAL STANDARDS AND RESPONSIBILITIES CPE SPONSOR AGREEMENT/RENEWAL FORM**

This form is an agreement between your organization (Sponsor) and the Accountancy Board of Ohio (Board) whereby you agree to provide high-quality continuing education programs to Ohio CPAs and PAs. If your Sponsor registration is approved, then you will be authorized by the Board to communicate such registration in your promotional material.

Ohio has adopted the NASBA/AICPA, [Statement on Standards for Continuing Professional Education](#) (CPE Standards).

**CPE VERIFICATION INFORMATION AND AGREEMENT**

As an approved CPE PSR Sponsor, you will be expected to keep records of your CPE programs. At a minimum, you should keep the following records:

- (a) A detailed description of each CPE program.
- (b) The classification of each CPE program.
- (c) The name(s) and qualifications of the instructor(s) or CPE program designers.
- (d) The location(s), date(s) and length of each CPE program.
- (e) An attendance/successful candidate list for EACH program and, if applicable, for EACH location and EACH presentation date.

**RENEWAL OF OHIO CPE SPONSORSHIP**

Sponsor renewal is on an **annual** basis and must be completed no later than May 31<sup>st</sup> of each calendar year.

To stay in compliance with rule [4701-15-10 of the Ohio Administrative Code](#), the following must be included with this application;

- (a) A copy of the course material.
- (b) The name(s) and qualifications of the instructor(s) or CPE program designers.

By signing this agreement, you agree to comply with the CPE Standards.

SPONSOR NAME	COORDINATOR NAME	PHONE/FAX		
ADDRESS	SUITE/UNIT #	CITY	STATE	ZIP
EMAIL ADDRESS	INTERNET HOME PAGE			