

ACCOUNTANCY BOARD OF OHIO

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Columbus, OH 43215-6128

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<http://acc.ohio.gov/>

**OHIO CPE PROGRAM SPONSOR REGISTRATION AND
CPE VERIFICATION AGREEMENT FORM**

SPONSOR NAME: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

INTERNET HOME PAGE: _____

This form is an agreement between your organization (the "sponsor") and the Accountancy Board of Ohio (the "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). By signing this agreement, you agree to comply with the CPE Standards.

The Board does not approve CPE courses separately. If you are registered as a CPE sponsor, then all programs that you offer will qualify for continuing education credit. If you wish the Board to evaluate a particular course for program classification purposes, you should submit a course outline or description that will enable the Board to properly classify the program.

CPE VERIFICATION INFORMATION AND AGREEMENT

Each year, the Board selects a large sample of continuing education forms submitted to the Board by licensees. As an approved CPE sponsor, you will be expected to keep good 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. Programs are classified as Accounting, Auditing, Attestation, Accounting (Compilation) & Review, Taxation, Consulting, Management, Personal Financial Planning, and Personal Development
- (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 list/successful candidate list for EACH program and, if applicable, for EACH location and EACH presentation date.

LOCATION OF CONTINUING EDUCATION RECORDS:

**IMPORTANT! FAILURE TO KEEP THE PROPER RECORDS MAY RESULT IN
REVOCATION OF YOUR REGISTERED CPE SPONSOR STATUS.**

The statement, "Registered with the Accountancy Board of Ohio," or similar wording, may appear on your promotional material. If you print a flyer for national or regional distribution, you may notify Ohio licensees of your Board registration by an alternate method. You should also notify licensees of the program category (AA, etc.) and credits awarded.

LIST TYPES OF CONTINUING EDUCATION PROGRAMS OFFERED:

(Accounting, Taxation, Computer, etc.)

LIST PROGRAM DELIVERY METHODS:

(Seminar, workbook/exam, computer-based [CD, DVD, etc.], Internet delivery, etc.)

INFORMATION ABOUT THE CONTINUING EDUCATION COORDINATOR:

SIGNATURE (REQUIRED)		PRINTED NAME & TITLE
TELEPHONE	FAX	E-MAIL ADDRESS

RENEWAL OF OHIO CPE SPONSORSHIP

Your registration as an Ohio CPE sponsor can be perpetually renewed as long as you comply with the Board's CPE verifications. Sponsor renewal is on a triennial basis, and it is effective for three years from the date of receipt of the last sponsor form by the Board or successful compliance with the Board's CPE verification. Renewal dates for sponsors are found on our Web site, and renewal notices will not be sent by mail. A new sponsor form should be completed for all changes in sponsor name, address, CPE coordinator, etc. Ohio CPE sponsors that are registered with NASBA or another state board of accountancy need not send this form to us as long as they remain in good standing with either NASBA or the other state board.

NASBA NATIONAL REGISTRY OF CPE SPONSORS

The Board accepts CPE sponsors that are listed in the NASBA National Registry of CPE Sponsors. The National Registry is a program of the National Association of State Boards of Accountancy. There is a fee for this service. CPE sponsors which register with several state boards of accountancy may wish to consider the National Registry. An application may be obtained by calling NASBA at (615) 880-4200, or by downloading one from the NASBA Web site (<http://www.nasba.org/>).

FOR BOARD USE ONLY

DATE RECEIVED _____ DATE REGISTERED _____

SPONSOR REGISTRATION CODE _____ REGISTRATION EXPIRES _____

AUTHORIZED SIGNATURE: _____