



ACCOUNTANCY BOARD OF OHIO

77 South High Street, 18th Floor
Columbus, Ohio 43215-6108
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<http://acc.ohio.gov/>

OFFICE USE ONLY

CPE. _____

Type: _____

OHIO 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 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. 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/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 August 30st of each calendar year.

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.

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