



**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/>

**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 professional education (CPE) programs to Ohio CPAs and PAs. If your CPE 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 listed in the CPE Standards.
- (c) The name(s) and qualifications of the instructor(s) or program designers.
- (d) The location(s), date(s) and length of each 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.

Per Rule [4701-15-10 of the Ohio Administrative Code](#), the Board may require that a registered sponsor provide an outline of the continuing education programs being offered, a description of course materials or electronic files to be used in the programs, or actual course materials or electronic files separately.

**NASBA NATIONAL REGISTRY OF CPE SPONSORS**

The Board automatically accepts CPE Sponsors listed in NASBA's [National Registry of CPE Sponsors](#). There is a fee for this service. CPE Sponsors which register with several state boards of accountancy may wish to consider being a part of the National Registry.

By signing this agreement, you agree to comply with the above standards.

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