

CONTINUING PROFESSIONAL EDUCATION REPORTING FORM DISTRICT OF COLUMBIA BOARD of ACCOUNTANCY

FULL NAME _____
Last First Middle

LICENSE NUMBER _____

	TOTAL
Live Group Program	
Correspondence or Online Individual Study	
Discussion Leader, Instructor or Speaker [40 hrs Max]	
Committee, Dinner, Luncheon or Firm Meetings [20 hrs Max]	
Published Article or Book [20 hrs Max]	
Nano-learning	
Blending Learning	
Ethics	
Other Topics	
TOTAL	

CORRESPONDENCE and ONLINE STUDY PROGRAMS - CPE may be claimed on the basis of the number of credits recommended by the Program Sponsor. Evidence of satisfactory completion of course must be obtained from the Program Sponsor. Only courses completed within the reporting period may be claimed for credit.

DISCUSSION LEADER, SPEAKER - One credit hour may be claimed for each 50 minutes period as an instructor, discussion leader, or speaker, plus preparation time of up to two times the class contact hours for an original presentation. NO CREDIT for repeats.
MAXIMUM CREDIT for this category is 40 hours in each biennium, or 50% of total hours.

COMMITTEE, DINNER, LUNCHEON & FIRM MEETING - Credit may be granted of 1 credit hour for each 50 minutes of participation. Meeting must be structured as a continuing education program. MAXIMUM CREDIT for this category is 20 hours in each biennium or 25% of total hours.

PUBLISHED ARTICLES or BOOKS - Credit may be granted for each 50 minutes of preparation on a self-requirement basis.
MAXIMUM CREDIT for this category is 20 hours in each biennium or 25% of total hours.

NANO-LEARNING - The credit to be earned for a single Nano-learning program is one fifth credit.

BLENDED LEARNING - A minimum of one credit must be earned initially. After the first credit has been earned, credits are earned in one-half increments.

SEMESTER HR = 15 CPE HR QUARTER HR = 10 CPE HR

FOR ALL CREDITS CLAIMED, ATTACH SEPARATE LIST SHOWING THE FOLLOWING FOR EACH COURSE:

School, Firm, or Organization Conducting or Sponsoring Program or Publishing Article
Title of Program or Description of Content
Dates Attended (MM/DD/YYYY)
Hours Claimed

CPE CODES: AA = ACCOUNTING/AUDITING BL = BUSINESS LAW CS = COMPUTER E = ECONOMICS
 T = TAXATION M = MANAGEMENT NT = NON-TECHNICAL ETHICS = ETHICS
 IT = INFORMATION TECHNOLOGY SK = SPECIALIZED KNOWLEDGE T = TAXES

Non-Technical (NT) – all acceptable courses in the non-technical fields of study will have 'NT' as the reporting code.

Communications & Marketing
Computer Software & Applications

YOUR CONTINUING PROFESSIONAL EDUCATION CREDITS WILL BE SUBJECT TO AUDIT FOR 3 YEARS. YOU SHOULD RETAIN APPROPRIATE DOCUMENTATION TO VERIFY THE CPE CREDITS YOU HAVE REPORTED. CREDIT WILL BE ACCEPTABLE IF THE PROGRAM FOR WHICH IT IS REQUESTED MEETS THE REQUIREMENTS OF SECTION 2531 OF DC MUNICIPAL ACCOUNTING REGULATIONS.

I affirm that I have completed no fewer than 80 hours of acceptable continuing professional education, to include no fewer than four hours of Professional Ethics instruction, during the previous two-year licensing cycle in accordance with 17 D.C.M.R. §§2530.1 and 2530.8.

Signature

Date



FULL NAME _____
 Last First Middle

LICENSE NUMBER _____

Sponsor	Title or Description	Dates	Hours	Code

