

ACCOUNTANCY BOARD OF OHIO

77 South High Street, 18th Floor

Columbus, OH 43215-6128

TELEPHONE: (614) 466-4135

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

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

(For sponsors that are applying for Board approval to present professional standards and responsibilities programs in compliance with rule 4701-15-11(D) of the Administrative Code.)

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 professional standards and responsibilities (“ethics”) 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 must approve all CPE courses. You must submit the course materials to the Board for each program you wish to present. A program may not be offered to CPAs for continuing education credit unless you have a course approval code from the Board for 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 (general update, firm registration, etc.).
- (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 WILL 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 (personal development) and credits awarded.

LIST TYPES OF CONTINUING EDUCATION PROGRAMS OFFERED:

(General professional standards and responsibilities update, firm registration/unlawful practice, technical standards compliance, independence, behavioral standards, ethical reasoning, Board investigations and complaint procedures)

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 renewed as long as you comply with the Board's CPE rules. Sponsor renewal is on an annual basis, and it is effective for one year from the date of receipt of the last sponsor form by the Board (with appropriate course attachments). Renewal dates for sponsors of professional standards and responsibilities programs are found on our Web site, and renewal notices will not be sent by mail. You must notify the Board of all changes in sponsor name, address, CPE coordinator, etc., and you may be required to complete a new sponsor registration form.

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 that 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 _____ COURSE CODES _____

REGISTRATION EXPIRATION DATE _____

AUTHORIZED SIGNATURE: _____