



ACCOUNTANCY BOARD OF OHIO

77 South High Street, 18th 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 31st 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.

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

