



ACCOUNTANCY BOARD OF OHIO
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<http://acc.ohio.gov/>

OFFICE USE ONLY
CPE. _____
Type: _____

OHIO PROFESSIONAL STANDARDS AND RESPONSIBILITIES 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 in the field of professional standards and responsibilities (PSR) to Ohio CPAs and PAs. All PSR program materials, and instructor biographies are required to be submitted for approval by the Board. If your CPE PSR Sponsor registration is approved, 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 PSR Sponsor, you will be expected to keep records of your approved 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.
- (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 PSR SPONSORSHIP

Sponsor renewal is on an **annual** basis and must be completed no later than May 31st of each calendar year.

To comply with rule [4701-15-10 of the Ohio Administrative Code](#), the following must be included with this application:

- (a) A copy of the course material.
- (b) The name(s) and qualifications of the instructor(s) or program designers.

By signing this agreement, you agree to comply with the Board’s standards.

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