

NEW JERSEY STATE BOARD OF ACCOUNTANCY¹
REQUEST FOR CPE CREDIT FOR DISCUSSION LEADER/INSTRUCTOR /LECTURER/SPEAKER²
(USE A SEPARATE FORM FOR EACH COURSE TAUGHT)

Name _____ License # _____

Mailing Address _____

City State Zip Code

Daytime Telephone # _____ Fax # _____

E-mail Address _____

Name of Course Sponsor _____

Mailing Address _____

City State Zip Code

Contact Person _____

Daytime Telephone # _____ Fax # _____

Course Title _____

Date(s) of Program _____

Field of Study: (Check all that apply)

<input type="checkbox"/> Accounting & Auditing	<input type="checkbox"/> Economics	<input type="checkbox"/> Management Advisory Services	<input type="checkbox"/> Professional Ethics
<input type="checkbox"/> Business Law	<input type="checkbox"/> Finance	<input type="checkbox"/> Mathematics, Statistics, etc.	<input type="checkbox"/> Personal Development
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Taxation	<input type="checkbox"/> SEC Practice	<input type="checkbox"/> Certain Practice Management

Method of Delivery: (Check all that apply)

<input type="checkbox"/> Live College Course	<input type="checkbox"/> Case Study	<input type="checkbox"/> Video-conference	<input type="checkbox"/> Conference	<input type="checkbox"/> Seminar	<input type="checkbox"/> Web-cast
<input type="checkbox"/> Online College Course	<input type="checkbox"/> Group Study	<input type="checkbox"/> Tele-conference	<input type="checkbox"/> Lecture	<input type="checkbox"/> Convention	<input type="checkbox"/> Firm Meeting

Total Hours/Minutes of Presentation (minus breaks & lunch) _____ Requested CPE Credits³ _____

The following documents **must** accompany this form:

1. A written statement that answers **all** of the following questions:
 - a. How does this course relate to the practice of accounting?
 - b. Describe how the course enhanced your professional knowledge and competency as a CPA, PA, or RMA.
 - c. To what extent did presenting this course require research and study in excess of your previous knowledge?
 - d. How many times have you taught this course? (If more than once, include dates.)
 - e. Is this the first time you are requesting credit for teaching this course? If not, have there been substantial changes made to the course since the last time you taught it? If so, submit proof of the changes (e.g. previous course outline/description).
 - f. How many people were in attendance? Of those that attended, how many were licensed accountants?
2. Outline (e.g., agenda/syllabus) of the instruction, discussion, or presentation with timeline and course description
3. Record of employment (i.e., current bio/resumé)
4. Copy of certificate or verification letter from the course sponsor (See N.J.A.C. 13:29-6.11(a)5.)
5. Summary of course evaluations from course sponsor
6. Promotional materials, program catalogues, invitations, or other descriptive items distributed to prospective participants in advance of the program.

1. The Board's mailing address is PO Box 45000, Newark, NJ 07101. Do not fax or email your submission.

2. CPE requirements (N.J.A.C. 13:29-6) are available at <http://www.njconsumeraffairs.gov/laws/accountancyregs.pdf>, page 29-19. Pay particular attention to N.J.A.C. 13:29-6.5(c)1.

3. **Keep in mind there are other licensees that submitted credit requests ahead of yours. The CPE Committee meets approximately once a month, except in August, & may not have enough time to review all submissions.**