

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. 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).
2. Outline (e.g., agenda/syllabus) of the instruction, discussion, or presentation with timeline and course description
3. Copy of certificate or verification letter from the course sponsor (See N.J.A.C. 13:29-6.11(a)5.)

1. The Board's mailing address is PO Box 45000, Newark, NJ 07101. The e-mail address is: accountancy@dca.njoag.gov
2. CPE requirements (N.J.A.C. 13:29-6) are available at <https://www.njconsumeraffairs.gov/regulations/Chapter-29-New-Jersey-State-Board-of-Accountancy.pdf>, page 29-19. Pay particular attention to N.J.A.C. 13:29-6.5(c)1.