

North Carolina State Board of Certified Public Accountant Examiners

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CPE Sponsor Register - Supplementary Form for Additional Courses

(Type 6 Sponsors Only)

Instructions: Please complete this form and the Supplementary Schedule of Courses and include a one-page typed outline for each new course that you list on that schedule. Please attach a mock-up of any advance advertising that you will use (i.e. brochure, newspaper ad, etc.). If the course that you wish to register is self-study, please include a statement explaining how the course was pre-tested to determine the average completion time. The Board must receive all information in time to approve your organization to offer new courses at least 30 days prior to the presentation date.

Note: A 30-day advance notice of the date, time, and location of each group study course is required for every course you offer under the terms of your sponsor agreement. Please be sure that your notice contains all information required by 21 NCAC 08G .0403(d)(3) or you will jeopardize your sponsor status.

Sponsor Name: _____

Signature of Administrator _____

Sponsor Number: _____

Date: _____

For Board Staff Use:

1) Supplementary Schedule? _____

2) Course Outline? _____

3) Approved Subject Area? _____

4) 30-day Notice? _____

5) Disclaimer? _____

6) 21 NCAC 08G .0403(d)(3):

(a) course content? _____

(b) prerequisites? _____

(c) advance prep? _____

(d) course level? _____

(e) teaching method? _____

(f) CPE credit? _____

Staff Recommendation: _____ Approve _____ Disapprove _____ Committee Guidance

Comments _____

_____ Date _____

