Continuing Professional Education (CPE) Requirements

December, 2012

Q: What is the 'reporting period' to take CPE?

A: A reporting period is a two year period from January 1st of an even-numbered year through December 31st of the odd-numbered year, the 2012-13 reporting period ends December 31, 2013. Refer to the Rules for a definition of 'reporting period'.

Q: How many CPE hours are required?

A: If you are actively licensed during the entire 'reporting period', you are responsible for completing 80 hours of CPE of which no more than 16 hours may be in Personal Development, defined in the NASBA Fields of Study. Four hours of CPE must be in Ethics, of which up to two hours may be in CR&R.

If *your initial date of licensure* occurred during the reporting period, you are responsible for a prorated amount, see Chart #1 below.

If your license was *reinstated, reactivated or returned from a retired status to an active status* during the reporting period, you are responsible for a prorated amount, see Chart #2 below.

Q: How many CPE hours in Ethics are required?

A: If you are actively licensed during the entire 'reporting period', you are responsible for completing a minimum 4 hours of CPE in Ethics, of which up to two hours may be in CR&R. In order to meet this requirement, the Field of Study must be in Regulatory or Behavioral Ethics, defined in the NASBA Fields of Study.

If *your initial date of licensure* occurred during the reporting period, you are responsible for a prorated amount, see Chart #1 below.

If your license was *reinstated, reactivated or returned from a retired status to an active status* during the reporting period, you are responsible for a prorated amount, see Chart #2 below.

Q: I don't live in the State of Colorado or the United States, do I need to complete Continuing Education?

A: Yes. If you hold an active Colorado license, you must comply with all applicable laws, Rules and Policies of the State Board of Accountancy including those related to Continuing Education. Failure to do so may result in discipline.

Q: I hold an active Colorado certificate but do not practice public accounting; do I need to complete Continuing Education?

A: Yes. If you hold an active Colorado license, you must comply with all applicable laws, Rules and Policies of the State Board of Accountancy including those related to Continuing Education. Failure to do so may result in discipline.

Q: If I am not in compliance with the CPE requirements, who can I contact?

A: If you are not in compliance with the CPE requirements, you can self-report to the Board via email at dora_accountancyboard@state.co.us. Staff will provide you with additional information. Failure to comply with the CPE requirements may result in disciplinary action.

Q: If I did not complete all my CPE within the reporting period, will changing my license into an 'inactive' or 'retired' status or allowing my license to expire resolve the issue?

A: No. If your certificate was in an 'active' status during the reporting period, you were required to comply with Continuing Education requirements. When your license is not active, you cannot perform services, call yourself a CPA, or use the CPA designation by itself and doing so may result in disciplinary action.

Q: What are my requirements for the first reporting period that I am *initially licensed*?

A: See Chart #1 below. Your CPE requirements are prorated based on Board Rule 6.3.B which states that the licensee "shall complete ten (10) hours of continuing education for each full quarter remaining in the reporting period, of which no more than 20 percent (20%) shall be in Personal Development, defined by the Fields of Study. At least two hours of CPE must be in Ethics, which may be satisfied by the CR&R you are required to take within 6 months of licensure, as long as the course was taken during the reporting period.

Q: Can I use any of the activities I completed in order to *become initially licensed* for my CPE requirement?

A: No. Based on Board Rule 6.3.D, any course previously used to meet the education requirement for examination or certification will not be accepted for future CPE credit.

Q: Can I use any of the activities I completed <u>before</u> my *initial licensure* for my CPE credit?

A: Yes. Based on Board Rule 6.3.D, a CPE course taken prior to certification, but within the reporting period, that complies with the Board's requirements may be eligible for CPE credit *if it was not used to meet the education requirements for initial certification as stated above.*

Q: Can I use any of the activities I completed in order to *reinstate, reactivate or returned to an active status from retired status* for my CPE requirement?

A: No. Any activity submitted to meet the requirements for licensure reinstatement, reactivation or return to an active status from retired status cannot be used for the reporting period requirements as a condition of holding an active license.

Q: Can I use any of the activities I completed before my license *reinstatement, reactivation or return to an active status from retired status* for my CPE credit.

A: Yes. As long as it was completed during the reporting period, complies with the Board's requirements, and was not submitted to meet the CPE requirements for licensure reinstatement, reactivation or return to an active status from retired status.

Q: My license was *reinstated, reactivated or returned to an active status from retired status* during the reporting period. Am I required to complete CR&R or Ethics?

A: You will be required to complete Ethics. Pursuant to Board Rule 6.8 2 hours of Ethics, which cannot be CR&R is required.

Q: What is CR&R?

A: Colorado Rules and Regulations. Defined as: CPE concerning §§ 12-2-101 through 12-2-132 and 13-90-107(1)(f) C.R.S. and Colorado State Board of Accountancy Rules. In order to qualify as a CR&R course, the course must review and encourage compliance with Colorado statutes and rules regarding CPAs. The Board reserves the right to deny a course if it is shown that it does not comply with the requirements.

Q: Am I required to take CR&R?

A: It depends on when you were initially licensed.

1. Initially licensed between 1/1/08 and 12/31/09, you were required to complete CR&R in the 2010-11 reporting period.
2. Initially Licensed after 1/1/10, you are required to complete CR&R within six (6) months of licensure.

Q: Where can I take the CR&R Course?

A: The CR&R course is available through several CPE vendors. See Chart 3 below for potential providers. It is the responsibility of the certificate holder to ensure the course meets the Board's definition: 2 hours of CPE concerning §§ 12-2-101 through 12-2-132 and 13-90-107(1)(f) C.R.S. and Colorado State Board of Accountancy Rules. In order to qualify as a CR&R course, the course must review and encourage compliance with Colorado statutes and rules regarding CPAs. The Board reserves the right to deny a course if it is shown that it does not comply with the requirements.

Q: Will I need to submit all my certificates of completion/attendance when I renew my license?

A: No. You do not need to submit documentation to renew your license. You will be asked to attest compliance with the CPE requirements at the time of renewal. You are required to maintain CPE documentation, and if audited, you will be required to submit that proof within 30 days.

Q: Where do I send the certificates of completion/attendance?

A: Please do not send your certificates to the Board unless specifically requested to do so. If you are selected for audit, you will be provided forms and specific instructions to submit your documentation.

Q: If I am audited and I submit records, will my records be returned to me?

A: No, they will not. It is acceptable to submit copies of your certificates of completion or required documentation. Anything that is submitted will not be returned. Please ensure you have copies of what is submitted for audit.

Q: What information must be included on a certificate of completion/attendance?

A: The document must be provider generated and must include:

- Licensee Name
- Course/Activity Title
- Course/Activity Date(s) or Date of Completion
- CPE Hours Listed (as calculated according to the Joint AICPA/NASBA Standards_
- Field of Study (as listed on the NASBA Fields of Study)
- Course/Activity Sponsor/Provider Name
- Course/Activity Sponsor/Provider Contact Information, i.e. address,
- Course/Activity Location or Method of Delivery
- Instructor or provider signature

Q: How long do I need to keep my CPE records/documents?

A: At least five (5) years from the end of the reporting period.

Q: Who can I call at the Board's Office to have them tell me if a course I have taken or am planning on taking will comply with the Board's rules?

A: The Board does not pre-approve any course or provider and staff cannot advise you if a particular activity will or will not be acceptable. It is the responsibility of the certificate holder to determine the acceptability of any activities claimed for CPE compliance with the Board Rules and the Joint AICPA/NASBA Standards. This information can be viewed on the Board's website and you are encouraged to review this information.

Q: How do I get a list of pre-approved providers or classes?

A: The Board does not pre-approve any course or provider and staff cannot advise you if a particular activity will or will not be acceptable. There are several organizations which could be potential CPE providers. However, it is the responsibility of the certificate holder to determine the acceptability of any activities claimed for CPE for compliance with the Board Rules and the Joint AICPA/NASBA Standards. This information can be viewed on the Board's website.

Q: **How do I get my organization's class or lecture approved by the Board?**

A: The Board will not pre-approve any Continuing Professional Education (CPE) activities, courses or programs. Also, staff can not advise you whether a course is or is not acceptable. It is the responsibility of the certificate holder to determine the acceptability of any activities claimed for CPE for compliance with the Board Rules and the Joint AICPA/NASBA Standards. This information can be viewed on the Board's website.

Q: Is there a limit to the number of online versus in-person classes?

A: No.

Q: Am I able to claim CPE for teaching?

A: Possibly. If the activity complies with the Joint AICPA/NASBA Statement on CPE Standards, maintains or increases your professional competence as a CPA, and meets the Board's definition of teaching. **Study sessions do not qualify.** If you are doing so, you will need to provide the following documentation.

- Documentation with provider/sponsor name, contact information, confirming teaching or per-forming as a discussion leader.
- Proof of the actual number of in-classroom hours taught;
- Proof the activity was new or substantially revised. If substantially revised, date activity first taught;
- Brief statement of how the activity met the standards and fulfilled the CPE requirements of the attendees;
- Activity/course syllabus or outline;
- Field(s) of Study listed (compliant with Joint AICPA/NASBA CPE Standards)
- CPA resume that documents your qualifications to teach the subject matter.
- CPA provided, signed statement that describes how the activity maintained and/or improved your professional competence.

Q: Am I able to claim CPE for taking or completing a college class?

A: Possibly. The course cannot have been used for any licensure requirements and must be in a Field of Study related to maintaining or increasing your professional competence as a CPA. You must retain a copy of the official grade card or transcript from the accredited institution showing the course title, semester or quarter credit hours attended and the grade earned.

a. One semester hour qualifies for 15 CPE hours.
b. One quarter hour qualifies for 10 CPE hours.

If the course was 'audited' or taken without credit, the course instructor, with contact information must sign an affidavit verifying the actual hours attended by the certificate holder.

Q: Do study sessions count as CPE?

A: No. Study sessions do not qualify as qualified CPE.

Q: Can I use CPE credits to meet the Accountancy Board's requirements that I completed to meet the requirements of other organizations, agencies or jurisdictions (states)?

A: Possibly. The coursework must comply with the Joint AICPA/NASBA Statement on CPE Standards. For example, if you are both a CPA and an attorney, you may use the same CPE to meet the Board's requirements and your CLE if the coursework complies with the Joint AICPA/NASBA Statement on CPE Standards. If you are a CPA licensed in more than one state you may use the same CPE to meet the Board's requirements and the other State Board's requirements IF the coursework complies with the Joint AICPA/NASBA Statement on CPE Standards. It is the responsibility of the certificate holder to determine the acceptability of any activities claimed for CPE for compliance with the Board Rules with the AICPA/NASBA Standards.

Please note that CPE accepted by other states/jurisdictions/organizations does not guarantee automatic acceptance by the Colorado Board. CPE accepted by the Colorado Board does not guarantee acceptance by another state or licensing jurisdiction.

TABLE#1: Initial License Prorated CPE Hours

Reporting Period Continuing Education Requirements for Individuals who are Granted a new Colorado Certificate as a requirement of holding an active license			
Reporting Period from January 1 of even years through December 31 of odd years Calendar Years January 1, 2012 – December 31, 2013 Calendar Years January 1, 2014 – December 31, 2015			
Initial licensees are required to complete Colorado Rules & Regulations (CR&R) within six months before or after the issue date of the license. This may also satisfy the 2 hour Ethics requirement if taken during the reporting period.			
ISSUE DATE	TOTAL PRORATED HOURS REQUIRED (Full requirement is 80 hours)	MAXIMUM ALLOWED FOR PERSONAL DEVELOPMENT (Cannot exceed 20%)	MINIMUM ETHICS HOURS
January 1 – March 31 even years	70	14	2
April 1 – June 30 even years	60	12	2
July 1 – September 30 even years	50	10	2
October 1 – December 31 even years	40	8	2
January 1 – March 31 odd years	30	6	2
April 1 – June 30 odd years	20	4	2
July 1 – September 30 odd years	10	2	2
October 1 – December 31 odd years	0	0	0

TABLE#2: Reactivated, Reinstated or Active Status after Retired Status Prorated CPE Hours

Reporting Period Continuing Education Requirements for Individuals who were Reinstated, Reactivated or Returned to an Active Status from a Retired Status as a requirement of holding an active license			
Reporting Period from January 1 of even years through December 31 of odd years Calendar Years January 1, 2012 – December 31, 2013 Calendar Years January 1, 2014 – December 31, 2015			
Any CPE submitted for reinstatement, reactivation, or return to an active status from a Retired status may not be counted towards your required hours.			
ACTIVE LICENSE ISSUE DATE	TOTAL PRORATED HOURS REQUIRED (Full requirement is 80 hours)	MAXIMUM ALLOWED FOR PERSONAL DEVELOPMENT (Cannot exceed 20%)	MINIMUM ETHICS HOURS
January 1 – March 31 even years	70	14	2
April 1 – June 30 even years	60	12	2
July 1 – September 30 even years	50	10	2
October 1 – December 31 even years	40	8	2
January 1 – March 31 odd years	30	6	2
April 1 – June 30 odd years	20	4	2
July 1 – September 30 odd years	10	2	2
October 1 – December 31 odd years	0	0	0

TABLE#3: Potential CR&R CPE Providers

Below are several providers listed which may offer coursework in Colorado Rules & Regulations that may be acceptable towards your CPE requirements. The activity must meet the Board's definition of CR&R and it is the responsibility of the certificate holder to ensure the course meets the Board's definition. CR&R is typically two hours in length and the course title typically contains "Colorado Rules and Regulations", "CR&R", and/or " Colorado Statutes, Rules, and Policies".

****ATTN: A course entitled Colorado Ethics may not meet the Board's definition of CR&R.**

NOTE: This listing does not imply Board endorsement of the course or activity, nor is it meant to imply that only these courses are acceptable to meet Board requirements.

Colorado Society of CPAs	(303) 773-2877	www.cocpa.org
PES (Professional Education Services, LP)	(800) 990-2731	www.mypescpe.com
University of Denver Graduate Tax Program	(800) 426-8802	www.tax.du.edu
Western CPE	(800) 822-4194	www.westerncpe.com