



Flex-Group Attendance Record

This form is designed to track the participation of a group of individuals attending a webinar using one login. It must be completed before CPE will be awarded. Submit this completed form via scan and email to tmungo@cpaleadership.com, or fax to 888-406-0088. **It is critical that all information is LEGIBLE and complete.** You will receive certificates of completion 10 days after receipt of this form. If you do not, please check your spam folder and be sure that the cpaleadership.com domain name is added to your safe sender's list. If you need help with this see our tutorial at http://www.cpareport.com/procedures/Whitelist_CPA_Leadership_Institute_in_your_Email.pdf

Webinar Title: _____
 Date: _____
 Firm Name: _____
 Firm Contact Name: _____
 Firm Contact Email: _____
 Office Location: _____

Are you attending as:
 2 Person Professional
 3 Person Professional
 4 Person Professional
 5+ Professional
 CPAmerica Member
 Invited Guest

Please include the name of the individual who logged in for the group. If this individual attended the webinar and would like CPE credit, their signature is required.

Log In Name <small>Used for Group Viewing</small>		Signature <small>(to earn CPE credit)</small>		Email address to send certificate of completion
Participant Name (PLEASE PRINT)	Time in	Signature (for attendees requiring CPE Credit)	Time out	Email address to send certificate of completion
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				