



### **CPE Credit Policy:**

Participation and attendance reporting is the basis for determining whether Continuing Professional Education (CPE) credits will be issued for participation in CPA Leadership Institute's webinars.

Pursuant to National Association of State Boards of Accountancy (NASBA) rules, CPA Leadership Institute, Inc. is required to maintain records showing in individual's attendance and participation in an online webinar. During the presentation, periodic online questions and answers will be used to assess continuous participation and to evaluate the program's effectiveness.

### **Participation and Attendance Reporting Requirements:**

Registration is on a per-person basis. To qualify for CPE credit, you must be registered for the webinar as an individual and login individually, except as provided below for participants attending in a conference setting.

If you have a group subscription to CPA Leadership Institute, individuals in the firm may attend the presentation in a conference setting. In addition, to meet NASBA requirements when a group attends the webinar via conference phone, we must monitor each participant's attendance. To do so, we require each group to complete the attendance record on the following page, signed by each registered participant requesting CPE credit for the webinar. The form must be legible and emailed as a pdf file to us at [webmaster@cpaleadership.com](mailto:webmaster@cpaleadership.com) or faxed to 312-803-1750 at the conclusion of the webinar.

For more information on how to register as a Flex member please see our [\(guide\)](#)

Certificates of Completion will be emailed to eligible participants within 10 business days of the live webinar.

### **Webinar System Requirements:**

- PC-based attendees – Required: Windows ® 7, Vista, XP or 2003 Server
- Macintosh (R)-based attendees – Required: Mac OS(R) X 10.5 or newer

Read the [GoToWebinar Audio Checklist](#) for tips on using your computer's microphone and speakers with GoToWebinar.

If you have any questions, please email us at [webmaster@cpaleadership.com](mailto:webmaster@cpaleadership.com)



## 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 [webmaster@cpaleadership.com](mailto:webmaster@cpaleadership.com) or fax to 312-803-1750. 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 our 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](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  
 Professional Group 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 Used for Group Viewing		Signature (to earn CPE credit)		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.				