

ACCOUNTANCY BOARD OF OHIO  
77 South High Street, 18th Floor  
Columbus, OH 43215-6128  
TELEPHONE: (614) 466-4135  
<http://acc.ohio.gov/>

<b>OFFICE USE ONLY</b>
CPE. _____
Number _____

**OHIO CPE SPONSOR AGREEMENT FORM**

This form is an agreement between your organization ("Sponsor") and the Accountancy Board of Ohio ("Board") whereby you agree to provide high-quality continuing education programs to Ohio CPAs and PAs. If your sponsor registration is approved, then you will be authorized by the Board to communicate such registration in your promotional material.

Ohio has adopted the NASBA/AICPA, Statement on Standards for Continuing Professional Education (CPE Standards);  
<http://nasba-cpeprograms2012.advancedpublishing.com/>

**CPE VERIFICATION INFORMATION AND AGREEMENT**

As an approved CPE sponsor you will be expected to keep records of your CPE programs. At a minimum, you should keep the following records:

- (a) A detailed description of each CPE program.
- (b) The classification of each CPE program. Programs are classified as Accounting, Auditing, Attestation, Accounting (Compilation & Review), Taxation, Consulting, Management, Personal Financial Planning, and Personal Development.
- (c) The name(s) and qualifications of the instructor(s) or CPE program designers.
- (d) The location(s), date(s) and length of each CPE program.
- (e) An attendance list/successful candidate list for EACH program and, if applicable, for EACH location and EACH presentation date.

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**RENEWAL OF OHIO CPE SPONSORSHIP**

Sponsor renewal is on an **annual** basis and must be completed no later than August 31<sup>st</sup> of each calendar year. The online sponsor agreement form on our website; (<http://acc.ohio.gov/Portals/0/PDF/cperenew.pdf>) must be completed for renewal.

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**NASBA NATIONAL REGISTRY OF CPE SPONSORS**

The Board accepts CPE sponsors that are listed in the NASBA National Registry of CPE Sponsors. The National Registry is a program of the National Association of State Boards of Accountancy. There is a fee for this service. CPE sponsors which register with several state boards of accountancy may wish to consider the National Registry. An application may be obtained by calling NASBA at (615) 880-4200, or by downloading one from the NASBA Web site; (<http://www.nasba.org/>).

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By signing this agreement you agree to comply with the CPE Standards.

_____ SPONSOR NAME		_____ COORDINATOR NAME		_____ PHONE/FAX	
_____ ADDRESS		_____ APT/UNIT#	_____ CITY	_____ STATE	_____ ZIP
_____ E-MAIL ADDRESS			_____ INTERNET HOME PAGE		
_____ SIGNATURE (REQUIRED)		_____ DATE		_____ CPE SPONSOR# (if applicable)	