



**NASBA Continuing Professional Education (CPE) Policies  
Insurance Accounting & Systems Association, Inc.  
Credit for Continuing Professional Education (CPE)**

**National Registry of CPE Sponsors**

IASA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org).

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. Credits awarded are based on actual program length.

**IASA NASBA SPONSOR NUMBER: 103191**

**GROUP LIVE EVENTS**

**Delivery Method and Program Materials**

All programs utilize a combination of lecture, discussion. Program participants can download a copy of their session presentation by going to the IASA website before the event if provided.

IASA's goal is to facilitate the full implementation of program concepts in the work environment and to encourage the sharing of program ideas with others in the workplace of program participants.

**Program Level and Prerequisites/Advance Preparation**

Our programs are created to accommodate participant groups seeking a basic learning experience. In general, no specific prerequisites and/or advance preparation for technical session is required unless noted.

Attendee participation is validated for all education sessions: This is to be accomplished in one of the following ways:

- A formal sign in sheet shall be used for each session. All participants shall individually sign in at the end of the session and complete a CPE verification form.
- Login and logout scan records.

**Policy on Program Updates**

Each session is required to give a detailed session description and at least 3 learning objectives. All Annual Conference session papers are available to attendees through a private link to download before

the event. Session power points are reviewed by content experts to ensure that all papers are on topic and appropriate for the session.

## **Documentation of Participation**

All participants who successfully complete the program will receive documentation of their participation, which includes the following: (1) CPE program sponsor name and contact information; (2) participant's name (if made available); (3) program title; (4) program field(s) of study; (5) date offered or completed; (6) if applicable, location; (7) type of instructional/delivery method used (i.e., group-live; group-internet-based; self-study); (8) amount of CPE credit earned for each field of study; (9) verification by CPE program sponsor representative; (10) National Registry of CPE Sponsors identification number; and (11) time statement reading "In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

## **Record Retention**

Insurance Accounting & Systems Association, Inc. will retain all records related to the program for a minimum period of five years from the program date. These records will include:

- (1) Program outline/materials
- (2) Records of participation
- (3) Date(s) and location(s) of presentation(s) or period during which program was available for purchase
- (4) Number of credits earned by participants
- (5) Results of program evaluations
- (6) Instructors, discussion leaders or program authors names and credentials

## **Evaluation Forms**

Evaluation forms are sent electronically following all education sessions.

## **Complaint Resolution**

Any complaints should be directed to IASA using any of the following contact methods:  
Office Telephone: (919) 489-0991 Tricia Stillman or e-mail: [info@iasa.org](mailto:info@iasa.org)  
US Mail: IASA, PO Box 51340, Durham NC 27717

In addition, Insurance Accounting and Systems Association, Inc. is registered with NASBA as a sponsor of continuing professional education on the National Registry of CPE Sponsors. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: [www.nasba.org](http://www.nasba.org).

For more information regarding administrative policies such as complaint and refund, please contact our office at 919/489-0991.

## **Refunds**

IASA gives adequate time for cancellations before the event. Cancellations will result in a cancellation fee of registrant and/or guests. No refunds will be given after noted cancellation date on Registration form. Any special circumstances for refunds should be sent to:

IASA  
PO Box 51340  
Durham, NC 27717

Attn: Tricia Stillman, [tstillman@iasa.org](mailto:tstillman@iasa.org).

## **Further Information and Program Registration**

For any further information on any IASA programs or to obtain information on registering for sponsoring our programs, please contact IASA directly as follows:

Office Telephone: (919)489-0991 e-mail: [info@iasa.org](mailto:info@iasa.org)

### **CPE Follow-up**

National: Tricia Stillman, [tstillman@iasa.org](mailto:tstillman@iasa.org)

Chapters: Holly Dotson, [hdotson@iasa.org](mailto:hdotson@iasa.org)

### **Speaking Opportunities:**

National: [tstillman@iasa.org](mailto:tstillman@iasa.org)

Chapters: Holly Dotson, [hdotson@iasa.org](mailto:hdotson@iasa.org)

Sponsorships: [jjenkins@iasa.org](mailto:jjenkins@iasa.org)

Or visit our website: [www.iasa.org](http://www.iasa.org) and click on Events & Education

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## **IASA WEBINARS – GROUP INTERNET BASED**

### **RECORD RETENTION**

Insurance Accounting & Systems Association will retain all records related to the program for a minimum period of five years from the program date. These records will include:

- (1) Program outline/materials
- (2) Records of participation
- (3) Date(s) and location(s) of presentation(s) or period during which program was available for purchase
- (4) Number of credits earned by participants
- (5) Results of program evaluations
- (6) Instructors, discussion leaders or program authors names and credentials;

### **REFUNDS/SEMINAR CANCELLATION POLICY**

Seminar registration fees are refundable and posted along with each events registration information. Cancellations need to be submitted in writing to: [hdotson@iasa.org](mailto:hdotson@iasa.org)

### **Complaint Resolution**

For information regarding administrative policies such as complaint & refund, please contact our office at 919/489-0991.

### **Records of Participation**

IASA webinars are conducted using Zoom webinars and virtual events using Digitell's virtual event platform. Participation is recorded electronically and collected via post event reports.

### **Evaluation Form-Group Internet Based**

Evaluation forms are sent electronically following all education sessions and includes the following evaluation points:

Instruction: Please comment on all of the following evaluation points for this program and assign a number grade, using a 1-5 scale, with 5 as the highest.

1. Were the stated learning objectives met?
2. If applicable, were prerequisite requirements appropriate?
3. Were program materials accurate?
4. Were program materials relevant and did they contribute to the achievement of the learning objective?
5. Was the time allotted to the learning activity appropriate?
6. If applicable, were the individual instructors effective?
7. Were the facilities and/or technological equipment appropriate?
8. Were the handout and/or advance preparation materials satisfactory?
9. Were the audio and visual materials effective?

### **QAS Self Study**

**Review Questions:** Polling questions conducted during the live event will be considered review questions for the self-study course and will be conducted randomly throughout the program, with a minimum of three review questions incorporated.

**Final Examination:** Participants of self-study programs are required to successfully complete a final examination with a minimum passing grade of at least 70% before receiving CPE credit for the course. At least five questions per CPE credit will be included on the final examination. There are no limits to the number of times that a participant can take the examination.

### **Record Retention Policy:**

Insurance Accounting & Systems Association, Inc. will retain all records related to the program for a minimum period of five years from the program date. These records will include:

- (1) Program outline/materials
- (2) Records of participation
- (3) Date(s) and location(s) of presentation(s) or period during which program was available for purchase
- (4) Number of credits earned by participants
- (5) Results of program evaluations
- (6) Instructors, discussion leaders or program authors names and credentials.

A list of our program offerings will be displayed on our website.

Upon completion of registration the attendee will be granted access to the self-study course. Instructor's names and credentials are provided and retained via the course presentation. Evaluations are provided upon completion of the QAS Self Study content. Evaluations results are retained electronically in the IASA International Office for spot audit purposes and reviewed by IASA's committees for future offerings. Session Attendance is verified via post event reporting which is maintained electronically and verifying all CPE requirements are met. CPE certificates are generated upon completion of requirements.

## **Refund/Cancellation Policy:**

Currently QAS Self Study courses are free and available to IASA members as a part of member benefit. QAS Self Study courses are non-refundable for non-members. Refunds would be made in the event of technology issues causing the attendee to not be able to complete the course. Refunds would be made in the event of technology issues causing the attendee to not be able to complete the course. Requests for refunds will be reviewed prior to processing of refund requests.

## **Complaint Resolution Policy:**

Any complaints should be directed to Tricia Stillman or e-mail: [tstillman@iasa.org](mailto:tstillman@iasa.org).

In addition, Insurance Accounting and Systems Association, Inc. is registered with NASBA as a sponsor of continuing professional education on the National Registry of CPE Sponsors. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: [www.NASBARegistry.org](http://www.NASBARegistry.org).

## **Course Update Policy:**

Each QAS Self Study course is required to give a detailed session description and at least 3 learning objectives. A presenter bio is included in each course presentation. Presentations are available in pdf format prior to logging in to the course. There are no program prerequisites or advanced preparation required unless otherwise noted. The program level will be a basic overview on the subject matter, which will be detailed in the promotional material. The delivery method is primarily presentation-based with a presenter or presenters skilled in the subject matter. Each QAS Self Study offering provides an opportunity for Q&A. The "Field of Study" will be included in course offerings. 1 CPE credit is awarded for each 50 minutes of presentation time. Courses whose content changes frequently will be reviewed annually by a subject matter expert. Courses whose content changes less frequently will be reviewed once every two years.

## **QAS Self Study Evaluation Survey:**

Program Title:

Name of program instructor:

Program Date:

Participant name (optional):

Instruction: Please comment on all of the following evaluation points for this program and assign a number grade, using a 1-5 scale, with 5 as the highest.

1. Were the stated learning objectives met?
2. If applicable, were prerequisite requirements appropriate?
3. Were program materials accurate?
4. Were program materials relevant and did they contribute to the achievement of the learning objective?
5. Was the time allotted to the learning activity appropriate?
6. If applicable, were the individual instructors effective?
7. Were the facilities and/or technological equipment appropriate?
8. Were the handout and/or advance preparation materials satisfactory?
9. Were the audio and visual materials effective?

All NASBA mandatory question are included on IASA evaluations. IASA includes additional questions for the purpose of planning future events. The evaluation is mandatory and provided at the end of the self-study course.

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## NASBA REQUIREMENTS TO USE IASA SPONSOR ID

**In order to receive Continuing Education Credits the following is required by NASBA. You must include these items on printed material or on your web page or registration form. This information does not have to be all together.**



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- **Learning Objectives** – 3 Learning Objectives required
- **Program Content** – Description of Program
- **Prerequisites/ Advance Preparation** – Prerequisites and/or advance preparation for technical sessions is not required.
- **Type of Delivery Method/Program Level** – Our programs are considered a Basic Overview.
- **Recommended CPE Credit** – You must include “Earn up to \_\_\_\_\_ CPE Credits”. (Credits are 50 minutes per credit hour)
- **Registration Instructions** – You must include registration information with price for event
- **Refund/Cancellation Policy** – Be sure to include your refund policy on printed material or on your registration form with contact information. If Programs are free you must state that, however a cancellation policy is still needed.
- **Compliant Resolution Policy** – For more information regarding administrative policies such as complaint and refund, please contact 919/489-0991.

### **SPEAKERS**

Biographies are required for all speakers.

Ethic Speakers: Type of Ethics: Regulatory Ethics or Behavioral Ethics. The bios must describe their relevant experience in his/her bio.

- Name, address and e-mail information required on all speakers so that they can be added to our -Database.