

CHAPTER EDUCATION OFFERINGS

NASBA Requirements Group Internet

The following information provides chapters with the requirements to offer CPE credits for chapter events that are being held as a virtual event. Please ensure that you are following these standards for all chapter events. It is the responsibility of the chapter to ensure the below information is met prior to events. Failure to comply with the below standards may result in your event not receiving any or full CPE credits.

- **Group Internet Based:** VIRTUAL EVENTS
- Event title
- Event description
- Three learning objectives for every 50 minutes of content presentation
- Bio and Headshot for all speakers. **Use required speaker form to comply.**
 - a. Ethics speaker bios must include relevant experience or training.
 - b. Accounting & Auditing credits require at least one licensed CPA who is active in the development or review.
 - c. Taxes require one licensed CPA, tax attorney or IRS enrolled agent in development or review.
- Three Polling Questions for first 50 minutes of presentation time, incremental thereafter. For multiple sessions events polling questions must be numbered accordingly to coordinate with the session. For example, Session 1 Polling questions = A1, A2, A3 then Session two polling questions = B1, B2, B3, etc.
- Handouts (if any other than presentation all in PDF format, if provided they need to be listed in presentation as index)
 - a. Presentation required with polling questions.
 - b. Index included in presentation if providing handouts.
 - c. Overview of Topics slide in presentation
 - d. Glossary of Terms slide in presentation.
- All sessions must be reviewed by someone not involved in development of content to ensure the program is technically accurate, current, correct field of study and addresses the stated learning objectives. **Use required review form to comply.**
- Attendees are required to stay for the full session to receive CPE credit.
- Marketing materials to include:
 - a. Event Title
 - b. Event Date and Time
 - c. Event Description
 - d. Learning Objectives (Recognize, Identify & Differentiate or Define as required by NASBA)
 - e. Field of Study
 - f. Delivery Method
 - g. Program level (Basic, Intermediate or Advanced)
 - h. Prerequisites (For Intermediate or Advanced)



- i. Advance Preparation (For Intermediate or Advanced)
 - j. NASBA logo and statement or link to logo and statement
 - k. # of credits that may be earned
 - l. Registration instructions
 - m. Refund Policy
 - n. Complaint Resolution
- Post event reports must be validated for attendance of 50 minutes participation and poll participation, zoom or other reports must be provided with attendee email, and full name.