

STATE BOARD OF CPAs OF LOUISIANA
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INSTRUCTIONS - CPE REPORTING FORM - DUE 1/31/2016

Excel version of CPE Reporting Form can be found at <http://www.cpaboard.state.la.us/forms-links/>
Adobe pdf version of CPE Reporting Form can be found at <http://www.cpaboard.state.la.us/forms-links/>

IMPORTANT

Include your NAME, PRACTICE AREA, CERTIFICATE NUMBER, and REQUIRED CPE HOURS in the spaces designated on the CPE REPORTING FORM. Your certificate number and required CPE Hours are printed on the 2016 RENEWAL NOTICE.

You must PRINT the form, sign, and date it after you enter your courses in Excel or use the Adobe form. Mail the completed form to the Board to the address shown above.

CPE REPORTING DUE DATE – JANUARY 31, 2016

All CPE courses for 2013-2015 must have been completed no later than December 31, 2015. CPE should be reported to the Board's office no later than **January 31, 2016**. You must timely report your CPE in order to complete your license renewal for the year 2016; otherwise your renewal cannot be completed or will be voided. (Refer to your Renewal Notice for instructions on how to complete the license renewal – online or by mail.)

REQUIRED CPE

Required CPE hours appear on the 2016 Renewal Notices. CPE hours required are:

CPAs licensed or reinstated prior to 2013 are required to complete 120 CPE hours for the 2013-2015 period.

CPAs licensed or reinstated in 2013 are required to complete 80 hours for the 2013-2015 period.

CPAs licensed or reinstated in 2014 are required to complete 40 hours for the 2013-2015 period.

CPAs licensed or reinstated in 2015 are not required to complete any hours for the 2013-2015 period.

Only claim credit for programs completed in the 2013-2015 period. There is no provision to carry-over hours. Retain CPE records, supporting documentation, including proof of attendance, for 5 years after December 31, 2015. DO NOT SUBMIT the documentation of attendance unless requested by our office.

CPE ETHICS REQUIREMENTS

Licensees are required to complete one of the *ethics* courses that have been approved by the Board. A listing of the approved ethics courses can be found on the Board's website, click on "CPAs & Firms", scroll down to "Continuing Professional Education", click the "CPE" button, and scroll down to the list of approved *ethics* courses.

Exception: If you are a CPA who primarily resides, practices and works outside of Louisiana and have a valid active CPA license issued by the state of your primary residence, practice and employment, and that state board of accountancy has an ethics requirement for 2013–2015, then you may report your completion of that ethics course instead of one of the ethics courses approved by this Board.

CPAs WHO PARTICIPATE IN ATTEST ENGAGEMENTS

CPAs who participate in attest engagements during the calendar year (e.g., compilations, reviews, audits, and agreed-upon-procedures) **must have at least 20% of required CPE hours in Accounting and Auditing programs**. Participation includes being responsible for performing substantial portions of the procedures, or being responsible for planning, directing, or reporting an attest engagement. Persons who "plan, direct and report" generally include the in-charge accountant, the supervisor or manager, and the firm partner (owner) who signs or authorizes someone to sign the attest engagement report on behalf of the firm. [Board Rule §1301.A.1]

SUBJECTS WHICH QUALIFY

The following subjects are acceptable as long as they contribute to the professional competence of the CPA and are relevant to the services rendered or to be rendered. List the course hours under the appropriate Subject Type column of the form:

Subject Type

1. Accounting & Auditing – 20% of required hours if participated in attest engagements
2. Consulting
3. Taxation

Subject Type

4. Management
5. Specialized knowledge and applications
6. Personal development – *Limit of 50% of required hours applies*
7. Professional ethics – Specific course required

SECTION I – DELIVERY METHOD TYPE CODES 1, 2, 3, and 4

Type codes – List the appropriate codes in the “Delivery Method” column in Section I of the form:

1. Group programs including those sponsored by universities and CPE credit for reviewers.
2. Formal firm education programs.
3. Individual study (self study) formal programs (must have third party sponsors/developers).
4. Types not cited in the other categories

Type Code 1 or 2 – Group programs and formal in-house training. In order to obtain credit:

- The program must be at least one hour (fifty minute period) in length,
- The program must be conducted by a qualified instructor, and
- A record of registration and attendance must have been furnished to participants and maintained by the sponsor.

For group and formal in-house training programs, CPE credit will be permitted for half-hour increments only after at least one 50 minute hour credit has been earned. Non-credit university courses: Each classroom hour in attendance equals one qualifying hour. Total hours reported cannot (i.e., audited courses) equal or exceed total semester/quarter hours credit for a course if it had been taken for credit. Attendance dates and hours must be documented by a course instructor, and retained by the CPA for five years.

Type Code 3 – For individual study (or self study) programs, CPE credit will be permitted for half-hour increments. These programs are required to have CPE credit that is recommended by the CPE program sponsor and based upon an average completion time under appropriate “field tests”. Only “interactive” self-study is acceptable. (AICPA, LCPA, and NASBA registered programs that comply with AICPA/NASBA CPE standards are designed to be interactive.) CPE credit will be permitted for half-hour increments. CPAs claiming credit for formal programs of individual study are required to obtain evidence of satisfactory completion from the sponsor (DO NOT submit with the form). Credit will be allowed in the period completed as cited on the certification of completion.

Type Code 4 – Other delivery type not cited in the other type code categories.

SECTION II – DELIVERY METHOD TYPE CODE 5 (COMPLETION OF CREDENTIALING EXAM(S))

Type Code 5 – Credit for completion of credential exams listed on the Board’s CPE webpage as approved by the Board. Completion of certain credentialing exams – limit of 50% of required hours applies.

SECTION III – DELIVERY METHOD TYPE CODE 6 (TEACHER, SPEAKER, LECTURER, etc.)

- Credit for one hour of CPE will be granted for each hour completed to the extent it contributes to the individual’s professional competence as a CPA and provided the program would qualify for credit under the Board’s CPE Rules.
- Up to two hours of credit for advance preparation for each teaching hour is allowed provided that the time is actually devoted to preparation.
- Teaching college courses at the freshman and sophomore level, according to the applicable college’s degree program curriculum, is eligible for CPE on the first presentation only. Teaching college courses at the junior, senior or graduate level is eligible for CPE for repetitive presentations.
- Maximum credit cannot exceed 50% of the CPE hour requirement.

SECTION IV – DELIVERY METHOD TYPE 7 (PUBLISHED MATERIALS, BOOKS, etc.)

- Credit for published articles and books is determined by the Board prior to submission of the CPE reporting form.
- Maximum credit cannot exceed 25% of the CPE hour requirement.

SECTION V – DELIVERY METHOD TYPE 8 (UNIVERSITY OR COLLEGE COURSES)

- Credit courses: Each semester credit hour equals 15 CPE hours. Each quarter hour equals 10 CPE hours.
- CPE “not for credit” courses that are sponsored by a University are listed in Section I – see above.