

***** Annual reporting of CPE required *****

**INSTRUCTIONS – 2018 CPE REPORTING FORM
Due January 31, 2019**

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

Top Five CPE Reporting Mistakes

1. **Unsigned Reports** – Typed signatures are not acceptable substitutes. We require your original signature.
2. **Missing name or certificate number or practice area** – Licensee’s name and certificate number are needed on the report. You know who you are, but we don’t. And we need to confirm what area of accounting practice you are in – not the town you practice in!
3. **Incomplete reports** – CPE course dates, sponsor name, course name, description, and subject codes must be completed and fully provided. Don’t make us guess! We’ll send it back.
4. **Delivery** – CPE Report Forms must be mailed to the Board’s office. Do not fax or upload or email.
5. **TMI** – Certificates of completion should not be included with your CPE Reporting Form. We really don’t need more paper!

IMPORTANT

ANNUAL reporting of CPE is required. Download the Excel or pdf form found on our website.

Include your NAME, PRACTICE AREA, CERTIFICATE NUMBER, and the 2017 CPE HOURS you reported in the spaces designated on the CPE REPORTING FORM. Your certificate number and required CPE Hours will be printed on the 2019 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.
- ✓ Print the Report on 8 ½” x 11” white paper; Landscape layout only.

CPE REPORTING DUE DATE – JANUARY 31, 2019

- All CPE courses for 2018 must have been completed between January 1 and December 31, 2018.
- CPE should be reported to the Board’s office no later than **January 31, 2019**.
- You must timely report your CPE in order to complete your license renewal for the year 2019; otherwise your renewal will be invalid and be voided. (Refer to your Renewal Notice - to be mailed in November 2018 - for instructions on how to complete the license renewal – online or by mail.)

REQUIRED CPE

Required CPE hours will be provided on the 2019 Renewal Notices. In general, CPE hours required are:

- ❖ CPAs licensed or reinstated *prior to* 2017:
 1. Minimum of 20 hours to be completed and reported for 2018, regardless of hours reported for 2017
 2. Must report at least 80 hours for 2018 minus hours reported for 2017
- ❖ CPAs licensed or reinstated in 2017: Minimum of 20 hours to be completed and reported for 2018
- ❖ CPAs licensed or reinstated in 2018: 0 – none – hours to be completed and reported for 2018

- ✓ Only claim credit for programs completed in 2018 that were not used for a prior period.
- ✓ There is no provision to carry-over hours in excess of annual limitations.
- ✓ Retain CPE records, supporting documentation, including proof of attendance, for 5 years after December 31, 2018.
- ✓ DO NOT SUBMIT the documentation of attendance unless requested by our office.
- ✓ ROUND all partial hours DOWN to the nearest half hour.

CPE Restrictions by Subject Type	If Total CPE Earned per Year Equals:			
	20 Hrs	30 Hrs	40 Hrs	60 Hrs
*Accounting & Auditing Courses – <i>minimum required</i>	8	8	8	8
<i>CPE Subject Area Limits</i>				
Personal Development – Maximum hours allowed	20	20	20	20
**Published Material - Maximum hours allowed	10	10	10	10
***Credential Exams - Maximum hours allowed	20	20	20	20
Teacher/ Speaker Credit - Maximum hours allowed	20	20	20	20

- * Minimum A & A requirement must be met annually and precedes any other limited subject areas.
- ** Published Material must be approved by Board in advance
- *** Credential Exams (Board approved) CPE hrs = 5x's length of exam

CPE ETHICS REQUIREMENTS – 3 hours for 2018

For the 2018 Report period, the Board has determined the CPE requirement for Professional Ethics will be 3 hours. Links to the courses that have been Board-approved are available on the Board’s website.

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 8 hours of CPE hours in Accounting and Auditing programs annually.** 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 = includes auditing, financial reporting, accounting principles and related accounting disciplines.
2. Consulting = includes advisory services for management, evaluating operating systems, business advisory services, individual financial activity or business activity, and investment planning.
3. Taxation = includes subjects dealing with tax compliance and tax planning.
4. Management = includes concentration on practice management areas such as organizational structures, marketing services, and administrative practices with emphasis on specific management needs.
5. Specialized knowledge and applications = subjects targeted to specialized industries, such as not-for-profit organizations, health care, and oil & gas.
6. Personal development = includes self-management and self-improvement, quality of life issues, interpersonal relationships, self-assessment, and personal improvement.
7. Professional ethics = includes only those courses approved and listed on the Board's website (Note: There is a 3 hour Board specific Ethics requirement for 2018.)

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 (see Board Rules §1309.B). Only “interactive” self-study is acceptable. (AICPA, LCPA, and NASBA registered programs that comply with AICPA/NASBA CPE standards are designed to be interactive.) 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 Report Form unless requested by the Board’s office). 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 – Annual limit of 20 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 annual credit cannot exceed 20 hours.

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 annual credit cannot exceed 10 hours.

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.