



CPA User Guide

August 2024

Version 2.3

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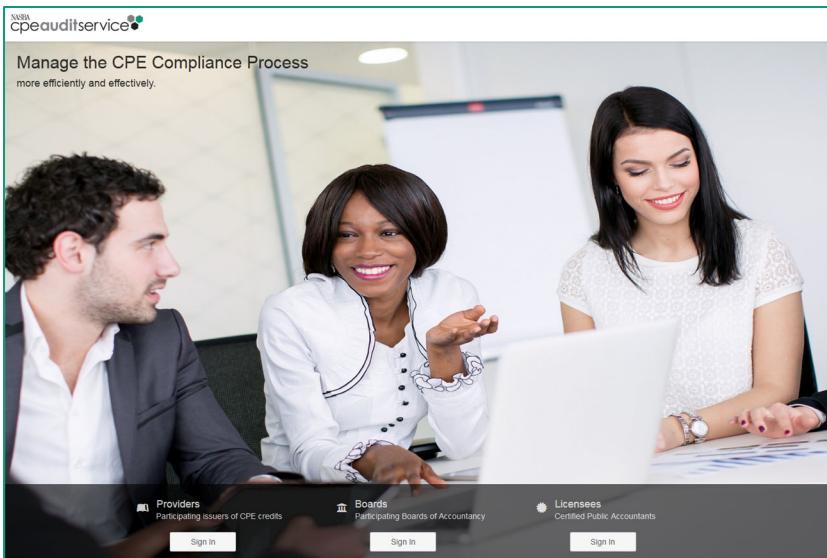
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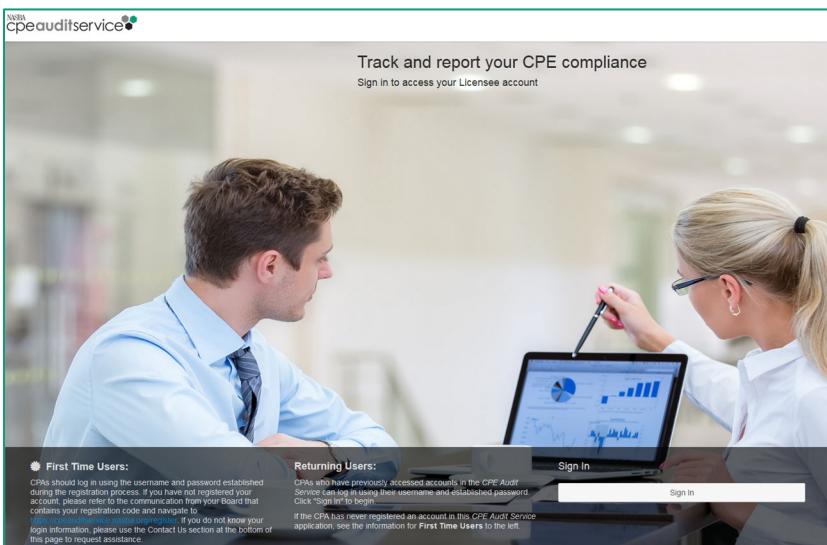
Accessing the Application

CPA Login Page

- Access the internet browser application (ex. Firefox, Chrome, Edge, etc.)
- Navigate to the *CPE Audit Service* using the URL below:
 - <https://cpeauditservice.nasba.org>
 - NOTE: If you have never registered an account with the *CPE Audit Service*, contact your Board or e-mail cpeauditservice@nasba.org to request your registration code and information.



- Choose the **Sign In** button under the Licensees section.



- Choose the **Sign In** button at the bottom right of the page.

- The login page is displayed.

Sign In

Email

Forgot password?

NASBA OK! Login Assistance

Don't have an account? [Sign up](#)

- Type the e-mail address used for account registration in the Email field
- Type the password created during account registration in the Password field.
- Choose the **Sign In** button
- The CPA Home page is displayed.

Tennessee | License Number XTN05 ACTIVE - FULLY LICEN

License Issue Date Jan 01, 2015

Compliance Status ● **In Progress**

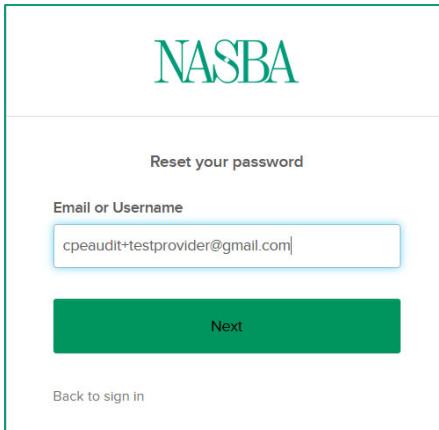
Remaining Duration
1 month, 16 days.

Last Calculated: October 24, 2019 03:58:53 PM

View Details

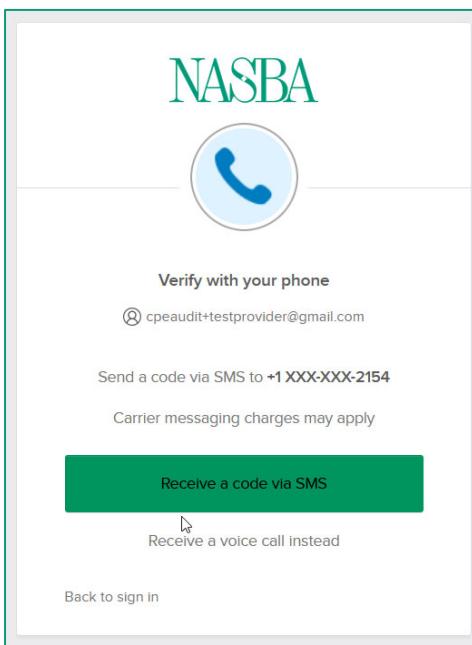
Forgot Password

- If you have forgotten your password, click the **Forgot Password?** link below the **Sign In** button.



The image shows the 'Reset your password' page of the NASBA website. At the top, the NASBA logo is displayed. Below it, the text 'Reset your password' is centered. A form field labeled 'Email or Username' contains the value 'cpeaudit+testprovider@gmail.com'. A large green button labeled 'Next' is positioned below the form. At the bottom of the page, a link 'Back to sign in' is visible.

- Type in your account e-mail address in the **Email or Username** field and choose **Next**.



The image shows the 'Verify with your phone' page of the NASBA website. The NASBA logo is at the top. Below it is a blue circular icon containing a white telephone receiver. The text 'Verify with your phone' is centered. Below this, an email address 'cpeaudit+testprovider@gmail.com' is shown with an envelope icon. The text 'Send a code via SMS to +1 XXX-XXX-2154' is displayed, followed by a note 'Carrier messaging charges may apply'. A large green button labeled 'Receive a code via SMS' is at the bottom. To its right, a smaller link 'Receive a voice call instead' is visible. At the bottom of the page, a link 'Back to sign in' is present.

- Choose either “Receive a code via SMS” or “Receive a voice call instead”.
- A code will be sent to the phone number on the account via text or a voice call to that number.



Verify with your phone

 cpeaudit+testprovider@gmail.com

A code was sent to **+1 XXX-XXX-2154**. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

Verify

Verify with something else

Back to sign in

- Type the code received into the Enter Code field and choose the **Verify** button



Reset your password

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

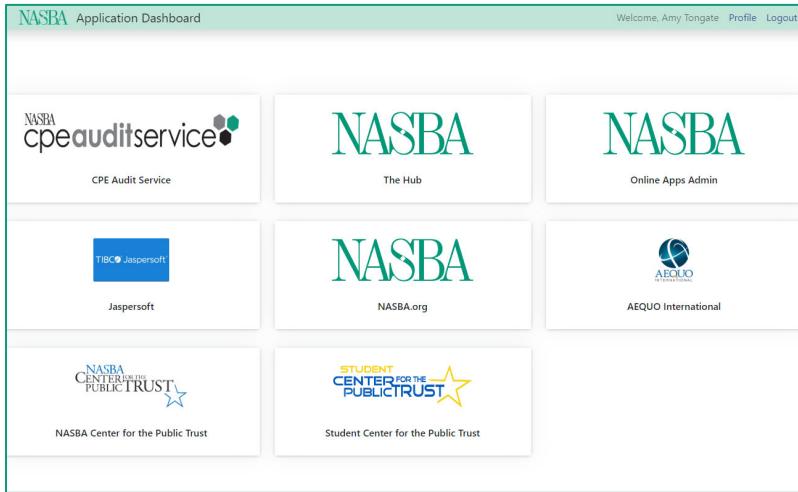
New password

Repeat password

Reset Password

Back to sign in

- Type in the new password in the **New Password** and the **Repeat password** fields.
 - Choose the **Reset Password** button.
- The OKTA Application Dashboard will be displayed.



- Choose the *CPE Audit Service* tile to login.

General

Menus

At the top of every page, the major sections of the application are displayed for selection to navigate to the section.



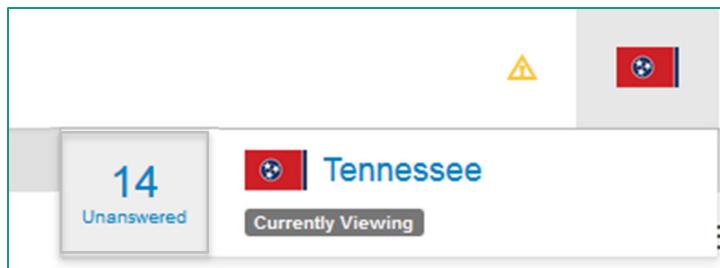
- Select the desired page by clicking on its title.
- The desired page will be displayed.

Missing Information

If a license has questions that need to be answered in order to calculate compliance for the CPA, then a yellow warning icon will be displayed on the menu row next to the jurisdiction flag.



- Select the flag icon.
- The number of unanswered questions is displayed in blue.



- Click on the number of unanswered questions to view the questions and respond.

 Tennessee | License Number XTN05 X

Course/Credit Questions
 Kaplan Financial Education Powered by SmartPros - N/A - Test 13 - 02/01/2019

Please indicate the last time that you taught this course

▼

BDO USA, LLP - N/A - Test 11 - 09/15/2017

Was this course offered by any of the following organizations?

- A government entity
- An entity offering in-house education programs for employees and others without charge
- A state or national professional accounting organization/association
- An accredited University or College

No
 Yes

Reporting Period Questions: Jan 01, 2015 - Dec 31, 2015
 Have you engaged in the attest function between 01/01/2015 & 12/31/2015?

No
 Yes

Did you testify as an expert witness between 01/01/2015 and 12/31/2015?

No
 Yes

Reporting Period Questions: Jan 01, 2016 - Dec 31, 2017
 Have you engaged in the attest function between 01/01/2016 & 12/31/2017?

No
 Yes

Did you testify as an expert witness between 01/01/2016 and 12/31/2017?

No
 Yes

Close Update

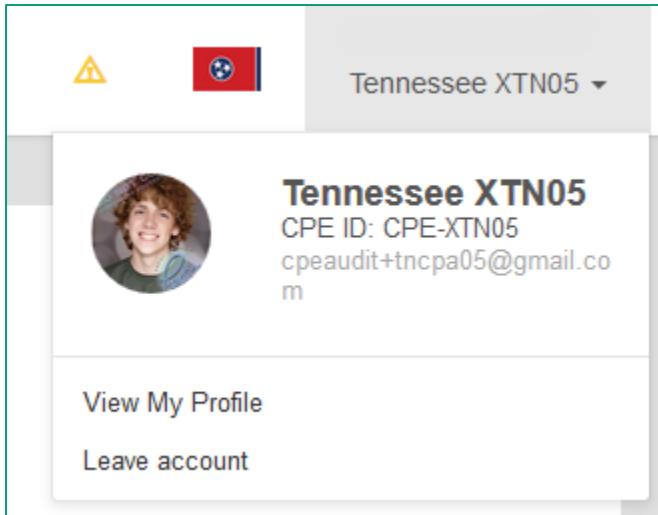
- Answer the questions for your license, reporting periods or courses by selecting from a dropdown menu or clicking the appropriate radio button.
- Choose the **Update** button to save the changes and recalculate your compliance.
- Choose the **Close** button to close the window.

Account Profile/Leave Account

Home License Profile CPE Credits Attachments Providers Help

  Tennessee XTN05 ▾

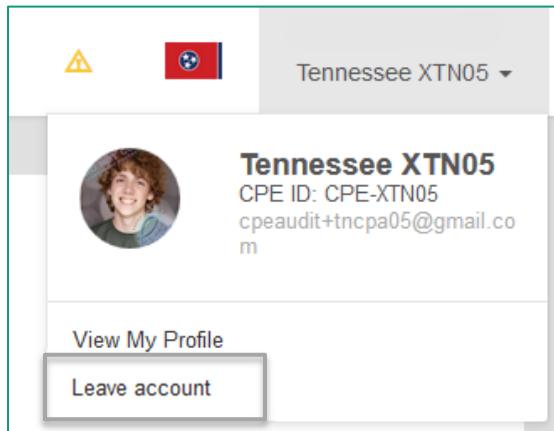
- The CPA first and last name appears on the far-right side of the header row.
- Choose the caret to the right of the name to open the account profile options.



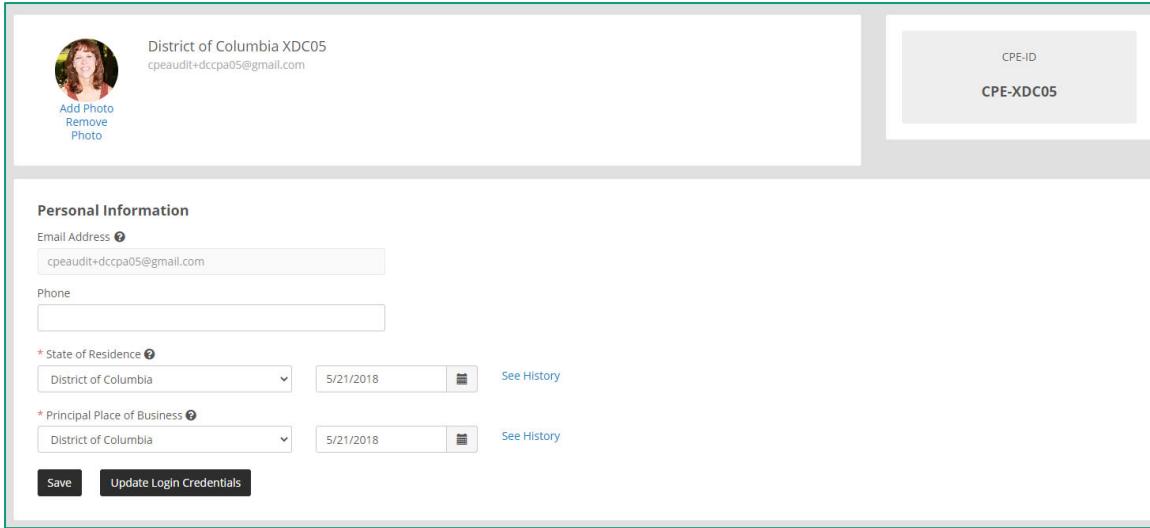
Account Overview

- The licensee profile picture or initials are displayed in the circle.
- The licensee first and last name appear in bold.
 - This is the first and last name as sent to the *CPE Audit Service* by the Board. It can only be changed if the Board changes the name in their licensing system, which would then update the *CPE Audit Service*.
- The licensee's CPE ID number is displayed below the licensee name.
 - The CPE ID number is the licensee's unique ID for any CPE provider that is sending in CPE attendance information electronically. It cannot be changed.
- The licensee's account e-mail address (user name) is displayed below the CPE ID.

View My Profile



- Choose the View My Profile option.



District of Columbia XDC05
cpeaudit+dccpa05@gmail.com

CPE-ID
CPE-XDC05

Personal Information

Email Address [?](#)
cpeaudit+dccpa05@gmail.com

Phone

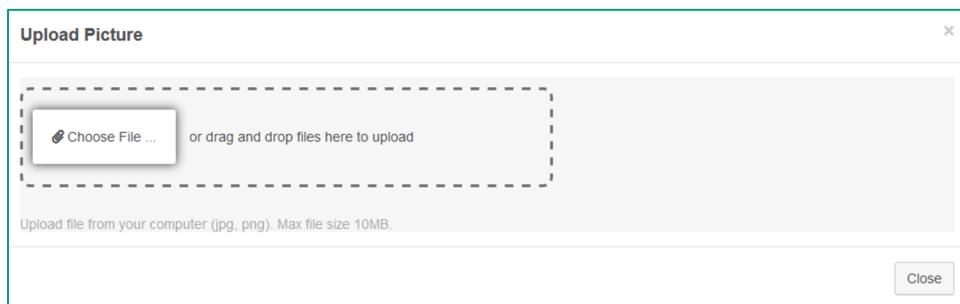
* State of Residence [?](#)
District of Columbia [See History](#)

* Principal Place of Business [?](#)
District of Columbia [See History](#)

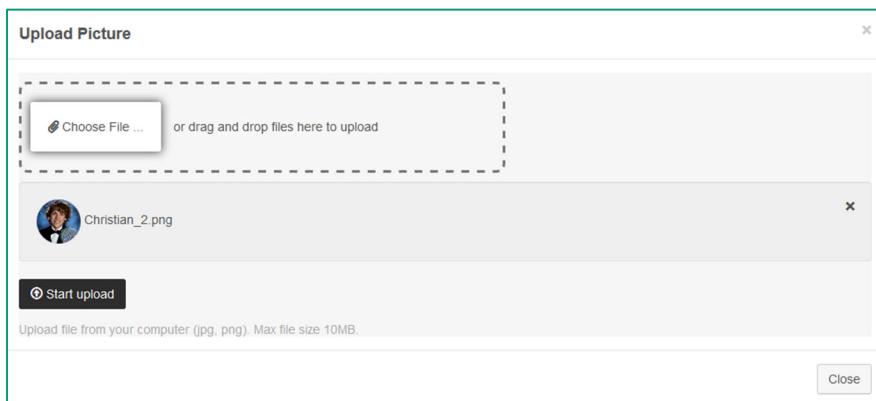
Save **Update Login Credentials**

Profile Picture

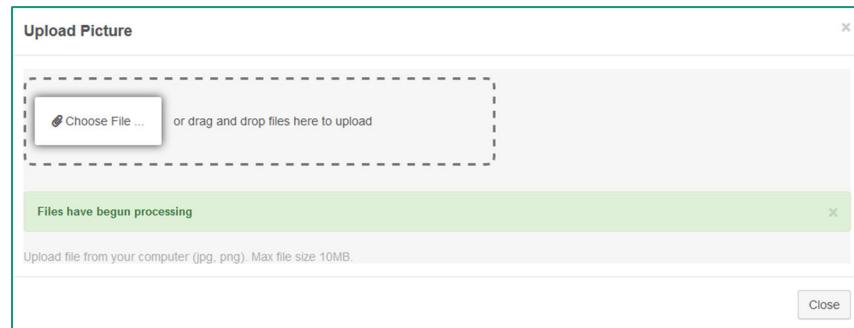
- The licensee profile picture or initials are displayed in the circle.
 - The licensee's initials are displayed if no profile picture has been added.
 - To add or change a profile picture, choose the [Add Photo](#) link.
 - The Upload Picture overlay is displayed.



- Click the **Choose File** button to open your local computer drives.
- Choose the file desired or drag the file from your folder to the Choose file section of the overlay.



- The file and its thumbnail will be populated below the Choose file section.
 - Click the **Start upload** button to process the picture.
 - Click the X to the right of the file to remove it from the screen and select another picture.
- Once the upload is started, a green success message is displayed.



- Choose the **Close** button to return to the profile screen.
 - Click the **Remove Photo** link to remove the profile picture displayed.
- The licensee's name and account e-mail address are listed to the right of the profile picture.
- The licensee's CPE ID is listed to the right of the name and email information.

Personal Information

- The current account e-mail address is displayed in the Email address field.
- A contact phone number can be input in the Phone field.
 - Once the phone number is updated, choose the **Save** link to save the changes.
 - A success message will be displayed in green.

Profile

District of Columbia XDC05
cpeaudit+dcppa05@gmail.com

[Add Photo](#)
[Remove Photo](#)

Saved - your profile information was successfully updated.

Personal Information

Email Address •

Phone

* State of Residence •

* Principal Place of Business •

Save **Update Login Credentials**

CPE-ID
CPE-XDC05

- If the licensee's state allows CPE Reciprocity, the licensee's State of Residence and Principal Place of Business can be input or updated on this screen.
 - For either field, choose the desired state from the dropdown menu provided in the **State** field.
 - Type in the date that the state became your State of Residence or Principal Place of Business in the date field provided.
 - Once the values are saved, a link will appear next to each labeled [See History](#).
 - If either value changes, click the link to add a new value with a new start date.

State of Residence History	
State	Date Changed
Tennessee	07/26/2002

Update Close

- Choose a new state from the dropdown menu provided in the **State** field.
- Choose the new start date for the **Date Changed** Field.
- Click the **Update** button to save your changes.
- Choose the **Close** button to exit the overlay and return to the Profile screen.
- The **Update Login Credentials** button allows the CPA to change their username, password, or MFA phone number.

Update User Credentials

- Click **Update Login Credentials**.
- The account profile page for OKTA will open in a new window.

Account

Personal Information

First name	Tennessee
Last name	XTN04
Okta username	cpeaudit+tncpa04@gmail.com
Primary email	cpeaudit+tncpa04@gmail.com
Mobile phone	

Security Methods

Security methods help your account security when signing in to Okta and other applications.

Password	Reset
Phone	Set up another
+1 XXX-XXX-2154	
Remove	

Display Language

Language	English
Your default language has been automatically set by your browser. To change your language please edit and save your desired display language.	

- Choose the Edit Profile button at the top right of the page to unlock fields for editing.

Account

Personal Information

First name	Tennessee
Last name	XTN04
Okta username	cpeaudit+tncpa04@gmail.com
Primary email	cpeaudit+tncpa04@gmail.com
Mobile phone	

Save

Security Methods

Security methods help your account security when signing in to Okta and other applications.

Password	Reset
Phone	Set up another
+1 XXX-XXX-2154	
Remove	

Display Language

Language	English
Your default language has been automatically set by your browser. To change your language please edit and save your desired display language.	

Update Username

Account

Personal Information

First name: District of Columbia

Last name: XDC03

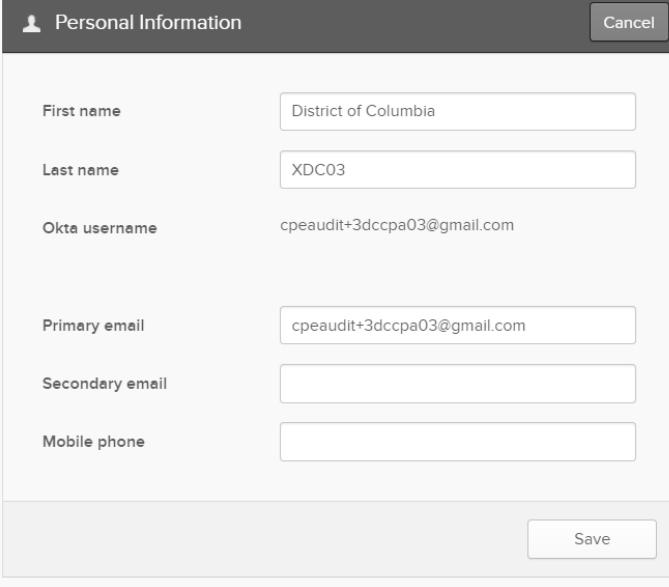
Okta username: cpeaudit+3dccpa03@gmail.com

Primary email: cpeaudit+3dccpa03@gmail.com

Secondary email: (empty)

Mobile phone: (empty)

Save



- Type a new e-mail address in the **Primary Email** field and choose the **Save** button.
- A confirmation e-mail is sent to the new e-mail address.

Okta <no-reply@okta.com>
to cpeaudit+3dccpa03 ▾

NASBA

NASBA - Confirm email address change

Hi District of Columbia.

A change to your email address was requested for your NASBA account. If you did not make this request, please contact your system administrator immediately.

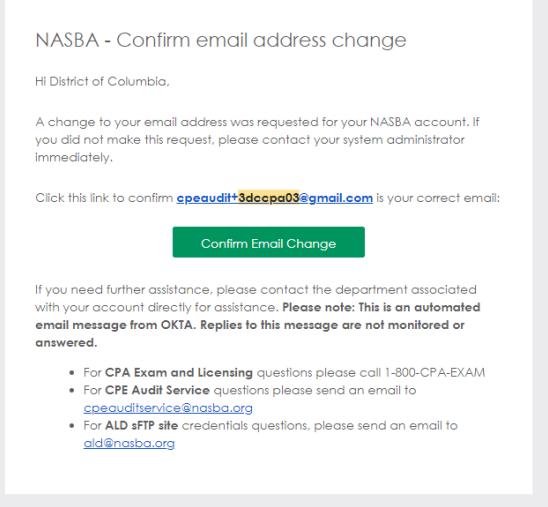
Click this link to confirm cpeaudit+3dccpa03@gmail.com is your correct email:

Confirm Email Change

If you need further assistance, please contact the department associated with your account directly for assistance. **Please note: This is an automated email message from OKTA. Replies to this message are not monitored or answered.**

- For **CPA Exam and Licensing** questions please call 1-800-CPA-EXAM
- For **CPE Audit Service** questions please send an email to cpeauditservice@nasba.org
- For **ALD sFTP site** credentials questions, please send an email to ald@nasba.org

This is an automatically generated message from [Okta](#). Replies are not monitored or answered.



- Choose the **Confirm Email Change** button.
- A confirmation message is displayed on screen:

NASBA

Email Change Confirmed



You have successfully changed your primary email address from cpeaudit+dccpa03@gmail.com to cpeaudit+3dccpa03@gmail.com.

- Notices are sent to the old e-mail address as well, so that if the user did NOT request this change, they can contact NASBA to report it.
- These do not require any action on the user's part.

NASBA

NASBA - Notice of pending email address change

Hi District of Columbia.

A change to your email address was requested for your NASBA account. You will no longer receive emails from NASBA at this email address. cpeaudit+dccpa03@gmail.com; all future emails will be sent to cpeaudit+3dccpa03@gmail.com.

If you need further assistance, please contact the department associated with your account directly for assistance. Please note: This is an automated email message from OKTA. Replies to this message are not monitored or answered.

- For CPA Exam and Licensing questions please call 1-800-CPA-EXAM
- For CPE Audit Service questions please send an email to cpeaudit@nasba.org
- For ALD sFTP site credentials questions, please send an email to ald@nasba.org

This is an automatically generated message by [Okta](#). Replies are not monitored or answered.

NASBA

NASBA - Notice of email address change

Hi District of Columbia.

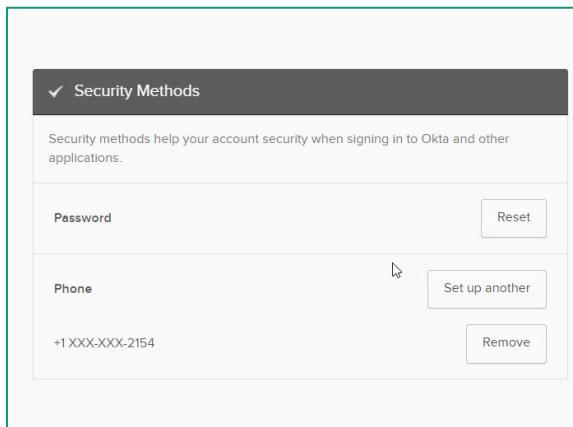
A change to your email address was confirmed for your NASBA account. You will no longer receive emails from NASBA at this email address. cpeaudit+dccpa03@gmail.com; all future emails will be sent to cpeaudit+3dccpa03@gmail.com.

If you need further assistance, please contact the department associated with your account directly for assistance. Please note: This is an automated email message from OKTA. Replies to this message are not monitored or answered.

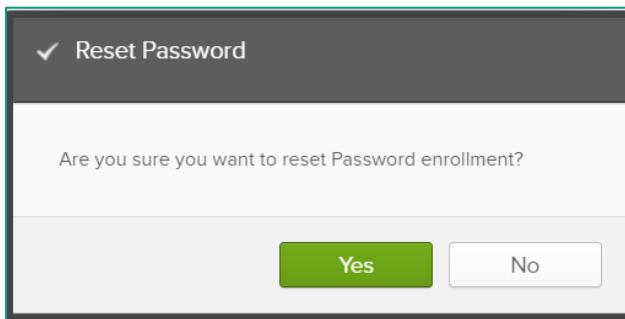
- For CPA Exam and Licensing questions please call 1-800-CPA-EXAM
- For CPE Audit Service questions please send an email to cpeaudit@nasba.org
- For ALD sFTP site credentials questions, please send an email to ald@nasba.org

This is an automatically generated message by [Okta](#). Replies are not monitored or answered.

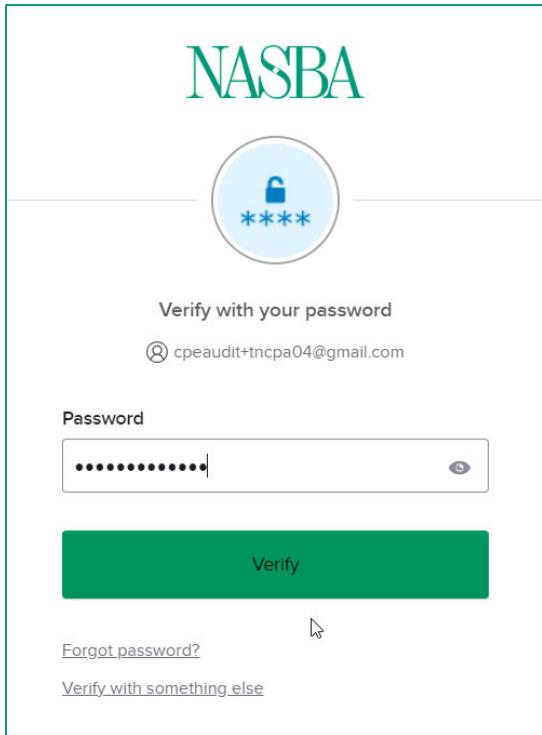
Reset/Update Password



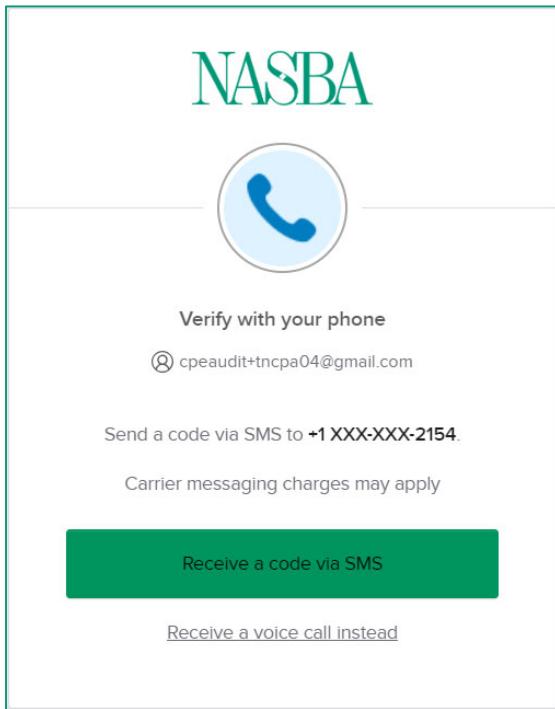
- Choose the “Reset” button next to the **Password** field.



- Choose the “Yes” button to continue.
 - Choosing the “No” button will return to the Okta profile page.

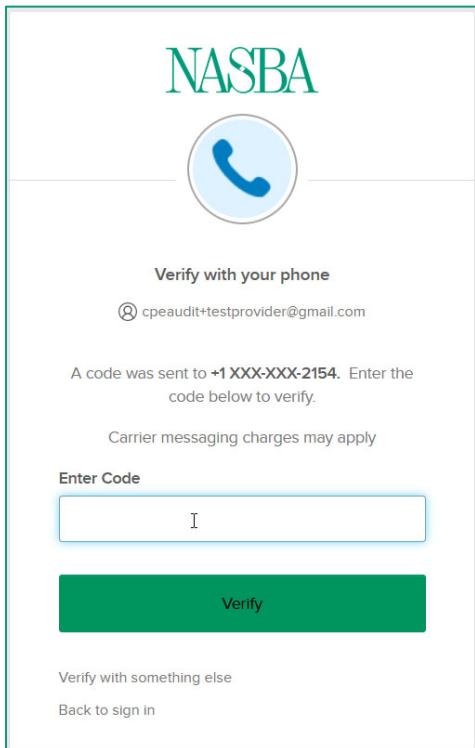


- Type in the current account password in the Password field.
- Choose the **Verify** button.



- Choose either “Receive a code via SMS” or “Receive a voice call instead”.

- A code will be sent to the phone number on the account via text or a voice call to that number.



- Type the code received into the Enter Code field and choose the **Verify** button



Reset your password

 cpeaudit+tncpa04@gmail.com

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

New password

Re-enter password

Sign me out of all other devices.

Reset Password

- Type in the new password in the **New Password** and the **Repeat password** fields.
- Choose the **Reset Password** button.

Change Password

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

Current password

New password

Confirm new password

- Type the old password in the **Current Password** field.
- Type the new password in the **New Password** field.
- Retype the new password in the **Confirm new password** field.
- Choose the **Change Password** button.
- A confirmation e-mail is sent to the account e-mail address:

NASBA - Password Changed Inbox

Okta <noreply@okta.com>
to cpeaudit+dccpa03 ▾

NASBA

NASBA - Password Changed

Hi District of Columbia,

A password was changed for your NASBA account cpeaudit+dccpa03@gmail.com.

Details
 Tuesday, November 22, 2022
 Lakewood, Tennessee, United States
 Performed by: District of Columbia XDC03

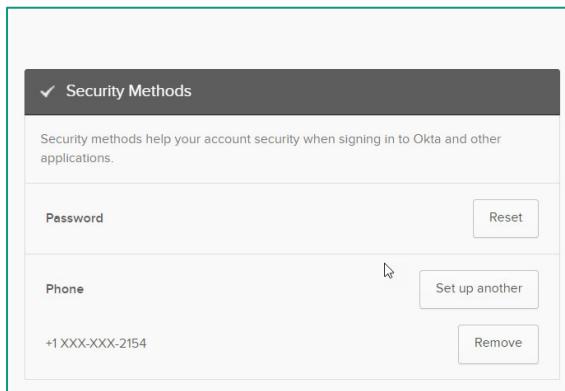
Don't recognize this activity?
 Your account may have been compromised; we recommend resetting your password.

The security of your account is very important to us and we want to ensure that you are updated when important actions are taken.

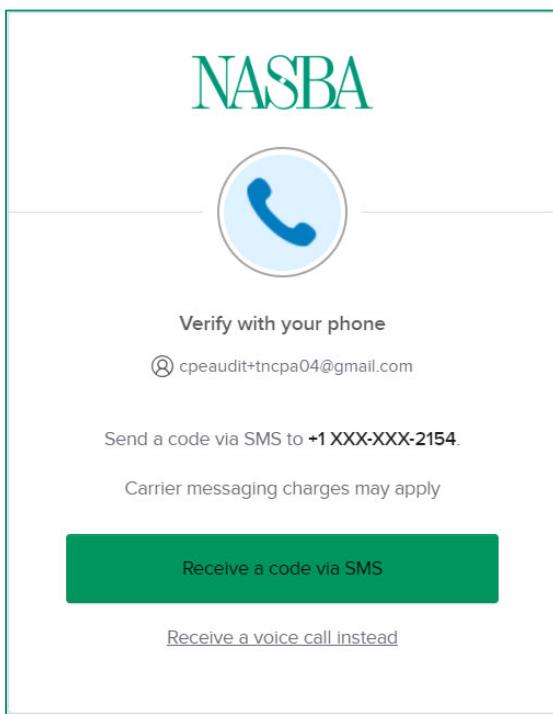
If you need further assistance, please contact the department associated with your account directly for assistance. **Please note: This is an automated email message from OKTA. Replies to this message are not monitored or answered.**

- For **CPA Exam and Licensing** questions please call 1-800-CPA-EXAM
- For **CPE Audit Service** questions please send an email to cpeauditservice@nasba.org
- For **ALD sFTP site** credentials questions, please send an email to old@nasba.org

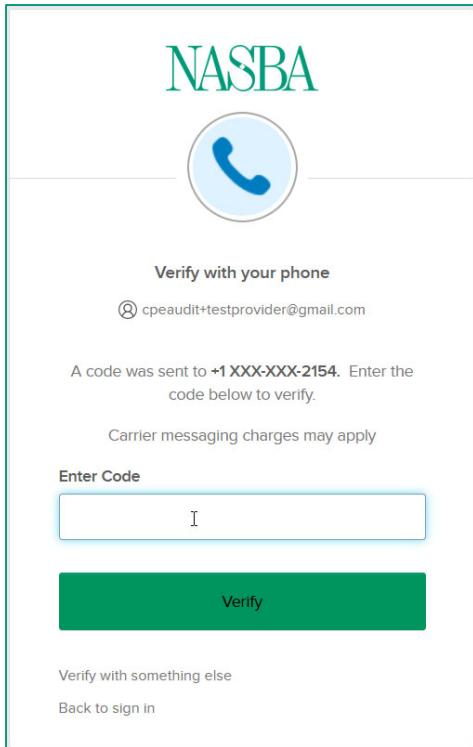
Update Multifactor Authentication (MFA) Phone Number



- Choose the “Set Up another” button next to the **Phone** field.

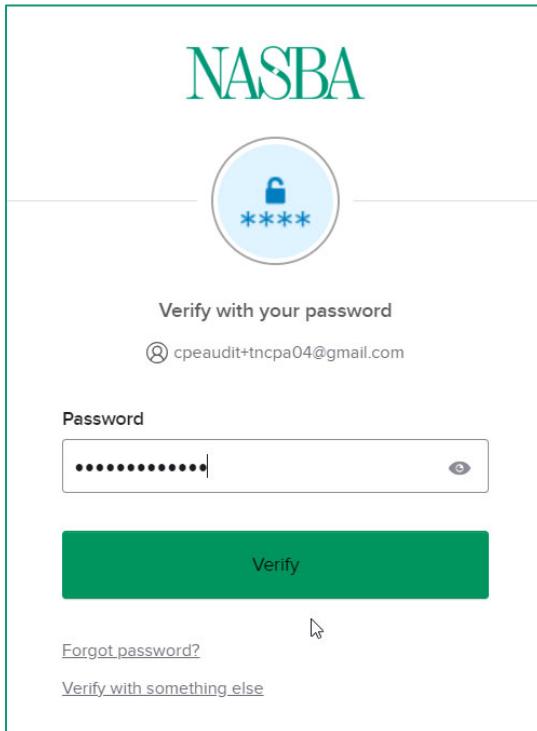


- Choose either “Receive a code via SMS” or “Receive a voice call instead”.
- A code will be sent to the phone number on the account via text or a voice call to that number.



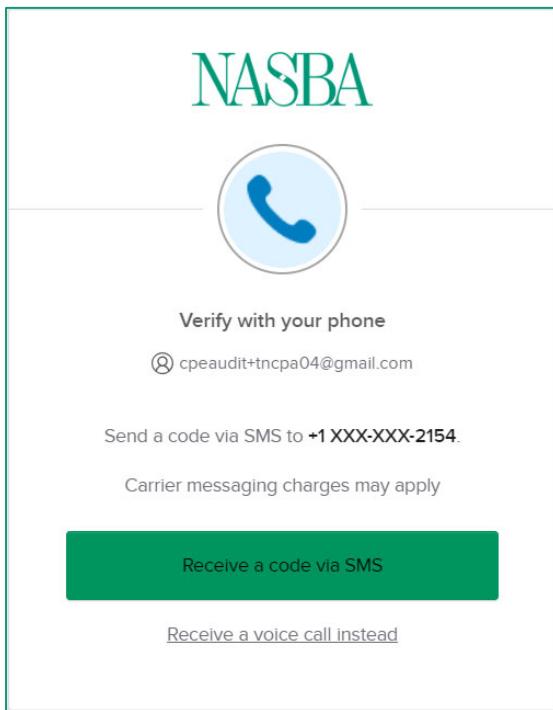
The image shows a mobile-style verification screen for NASBA. At the top is the NASBA logo. Below it is a blue circular icon containing a white telephone receiver. The text "Verify with your phone" is centered. Below this is an email address: [@cpeaudit+testprovider@gmail.com](mailto:cpeaudit+testprovider@gmail.com). A note states: "A code was sent to **+1 XXX-XXX-2154**. Enter the code below to verify." Below this is a note: "Carrier messaging charges may apply". A text input field is labeled "Enter Code" with a placeholder "I". A large green "Verify" button is below the input field. At the bottom, there are links: "Verify with something else" and "Back to sign in".

- Type the code received into the Enter Code field and choose the **Verify** button

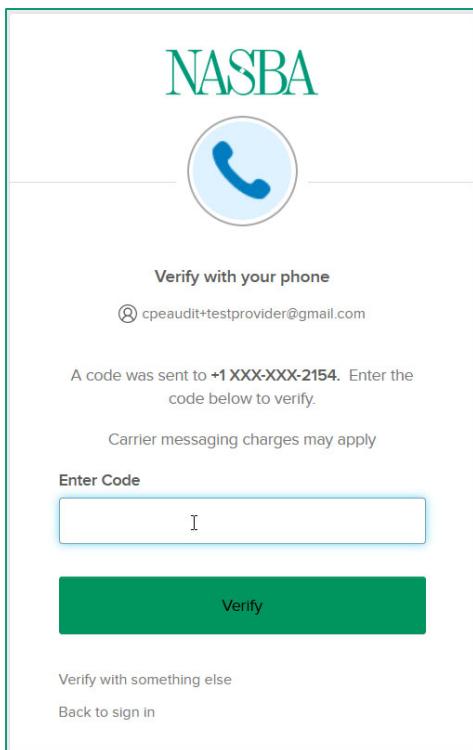


The image shows a mobile-style password verification screen for NASBA. At the top is the NASBA logo. Below it is a blue circular icon containing a lock and four asterisks (***) representing a password. The text "Verify with your password" is centered. Below this is an email address: [@cpeaudit+tncpa04@gmail.com](mailto:cpeaudit+tncpa04@gmail.com). A text input field is labeled "Password" with a placeholder consisting of nine dots. A large green "Verify" button is below the input field. At the bottom, there are links: "Forgot password?", "Verify with something else", and a small cursor icon pointing towards the "Forgot password?" link.

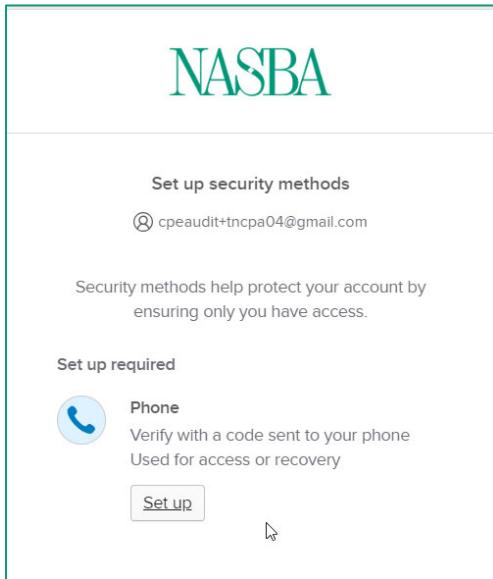
- Type in the current account password in the Password field.
- Choose the **Verify** button.



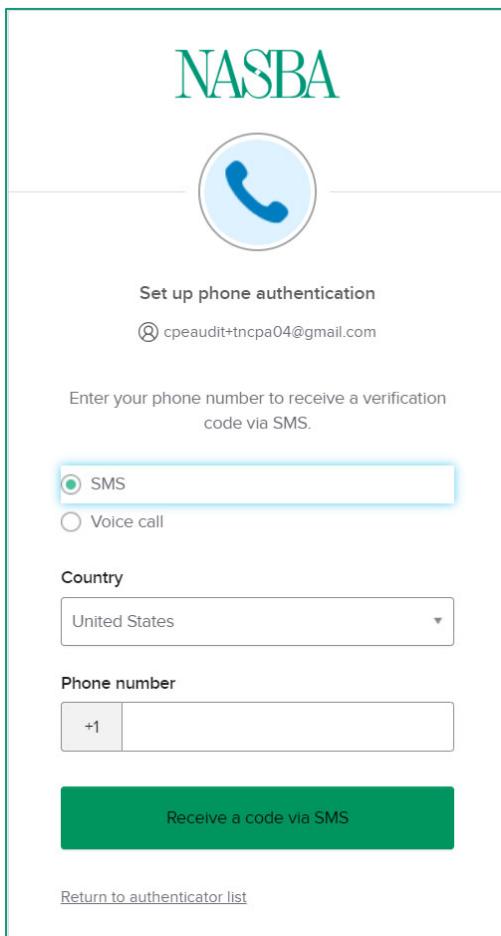
- Choose either “Receive a code via SMS” or “Receive a voice call instead”.
- A code will be sent to the phone number on the account via text or a voice call to that number.



- Type the code received into the Enter Code field and choose the **Verify** button.



- Choose the Set up button



- Choose either the “SMS” (text) or “Voice call” button to indicate how the code information is to be sent to the new phone number.
- Type in the new phone number in the **Phone number** field.
- Choose the **Receive a code via SMS** button or the **Receive a code via voice** call button.

NASBA



Set up phone authentication

 cpeaudit+tncpa04@gmail.com

A code was sent to your phone . Enter the code below to verify.
Carrier messaging charges may apply

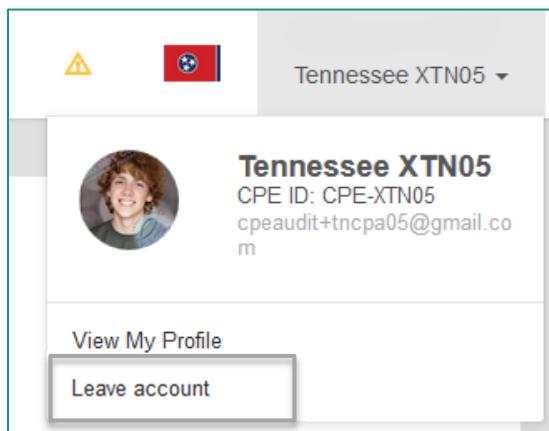
Enter Code

Verify

[Return to authenticator list](#)

- Type the code received in to the **Enter Code** field.
- Choose the **Verify** button.
- The Edit Profile page with the additional phone number will be displayed.

Leave Account

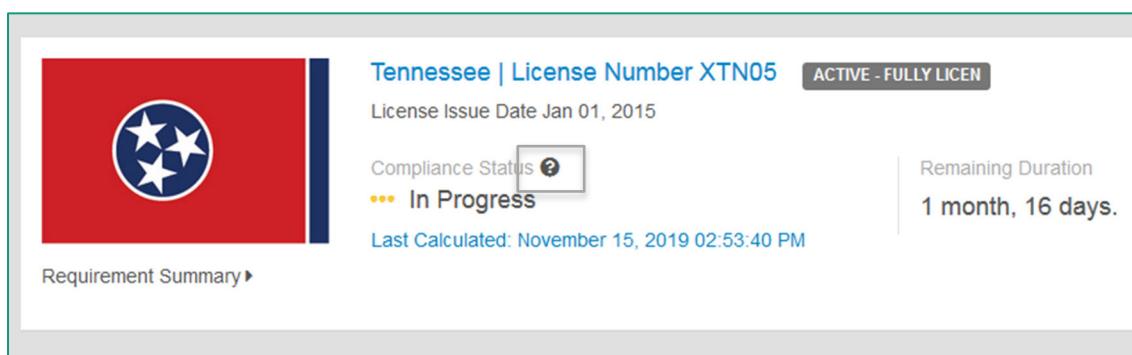


- To log off the system, click the Leave Account option in the profile menu.

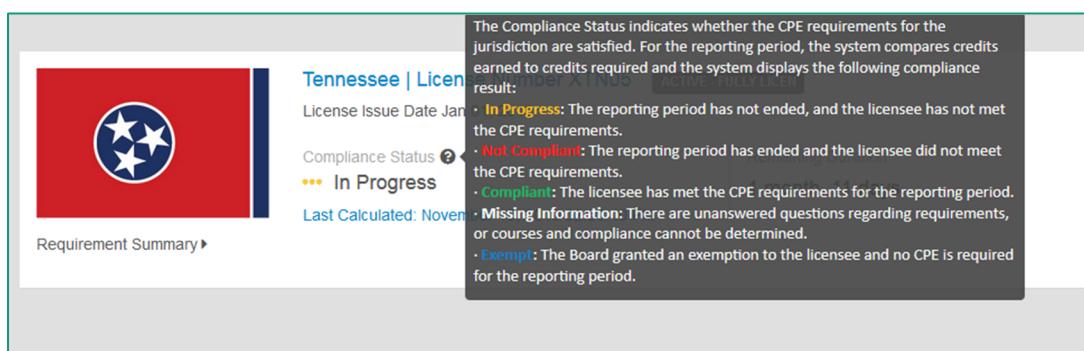
Tooltips

For specific fields, throughout the application, help text is available when a question mark icon is displayed next to the field label.

Example:

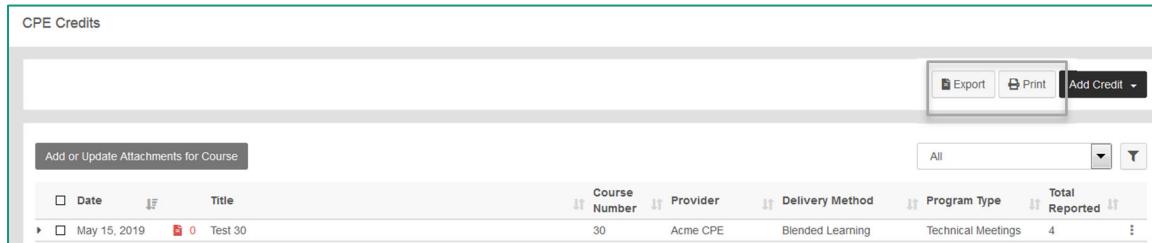


- Move the cursor over the tooltip icon to display the help text.
- Text explaining the field associated with the tooltip is displayed.



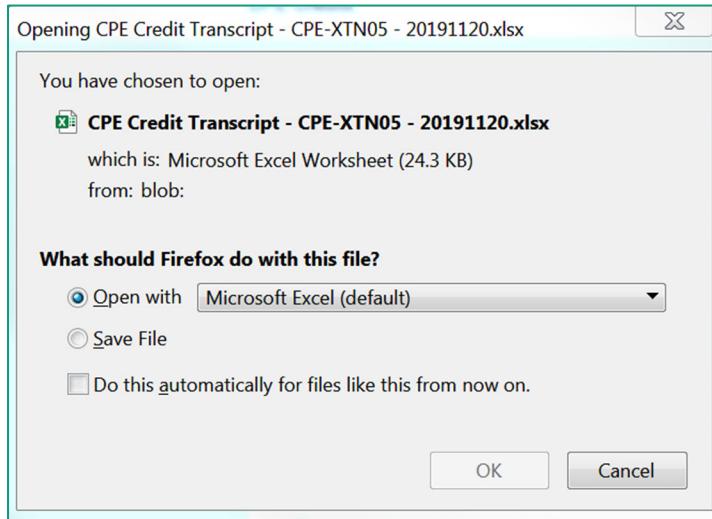
Export/Print

Most grids in the application that display information can be exported to an Excel spreadsheet (an .xls file) or printed to a .pdf file.

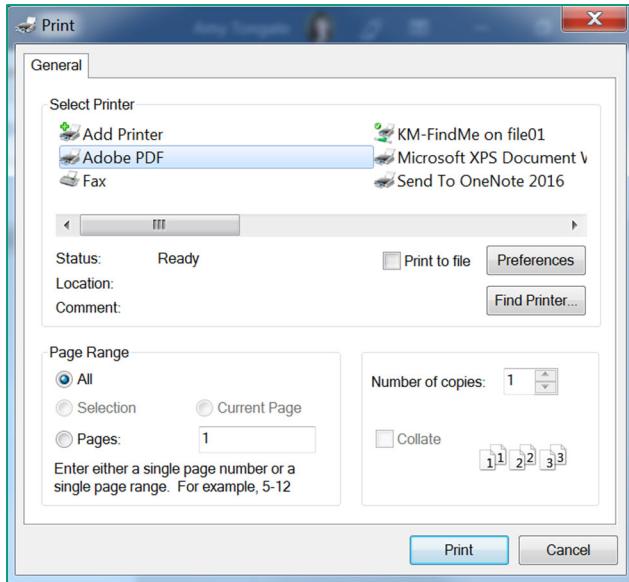


A screenshot of a web-based application titled 'CPE Credits'. The interface includes a toolbar with 'Export', 'Print', and 'Add Credit' buttons. Below the toolbar is a search bar with the word 'All'. The main content is a data grid with columns: Date, Title, Course Number, Provider, Delivery Method, Program Type, and Total Reported. A single row is visible, showing 'May 15, 2019', 'Test 30', '30', 'Acme CPE', 'Blended Learning', 'Technical Meetings', and '4'.

- The **Export** and **Print** buttons appear to the top and right of the grid.
- By clicking the Export button, an Excel spreadsheet file will be created that can then be opened or saved from the dialog box displayed by your browser.

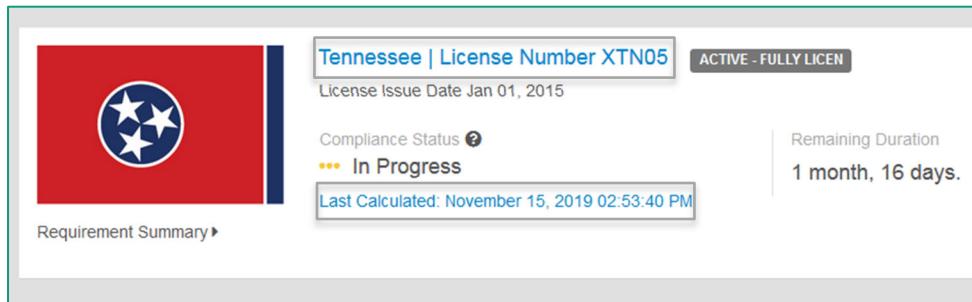


- By clicking the Print button, an Adobe .pdf file will be created that can then be opened or saved from the dialog box displayed by your browser.



Links

Sections of text that are highlighted in blue are links to other functionality or pages within the application.



- When the mouse moves over hyperlinks, it changes from an arrow to a “hand” icon.
- Click the hyperlink to perform the action or navigate to the new page.

Expand Icons

CPE Credits						
<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Add Credit"/>						
<input type="button" value="Add or Update Attachments for Course"/>						
Date	IF	Title	Course Number	Provider	Delivery Method	Program Type
May 15, 2019	0	Test 30	30	Acme CPE	Blended Learning	Technical Meetings
Mar 15, 2019	0	Test 29	29	Acme CPE	Group Internet-Based	Technical Meetings
Jan 15, 2019	0	Test 28	28	Acme CPE	Group Live	Technical Meetings

- By default, information in a grid is displayed in one row (collapsed) where its additional information is hidden.

- A collapse icon, a “triangle”, is displayed on the left side of the grid for each row.
- Click on the collapse icon to expand the row and view additional details for the record.

CPE Credits					
<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Add Credit"/>					
<input type="button" value="Add or Update Attachments for Course"/>					
Date	Title	Course Number	Provider	Delivery Method	Total Reported
May 15, 2019	Test 30	30	Acme CPE	Blended Learning	Technical Meetings 4
Auditing					Reported 4
Mar 15, 2019	Test 29	29	Acme CPE	Group Internet-Based	Technical Meetings 3
Jan 15, 2019	Test 28	28	Acme CPE	Group Live	Technical Meetings 2

- Click on the collapse icon again to close the expanded information.

Footer

At the bottom of every page within the CPE Audit Service, a set of links and information is available for your reference.

[CPE Audit Service](#) | [Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)
 © 2019 National Association of State Boards of Accountancy. All rights reserved.

CPE Audit Service

- By clicking on the “CPE Audit Service” text in the footer, the mission statement for the application is displayed.

CPE Credits	
CPE Audit Service	
OUR MISSION	
<p>“To provide the Boards of Accountancy an efficient continuing education compliance and auditing tool by ensuring our product’s accuracy, reliability, and ease of use. NASBA’s CPE Audit Service offers a platform designed to assist Boards of Accountancy with conducting the periodic audits for compliance with their Continuing Professional Education requirements. CPAs can report CPE hours and documentation electronically to the Board. It offers a turnkey solution allowing Boards of Accountancy to more efficiently and effectively manage their overall CPE audit process. The service is complimentary and available for use by Boards participating in the Accountancy Licensee Database (ALD) with licensee data records that are properly linked across state lines.”</p>	

Privacy Policy

- By clicking on the “Privacy Policy” text in the footer, the privacy policy for NASBA is listed for your review in a separate browser window.

Terms of Use

- By clicking on the “Terms of Use” text in the footer, the Terms of Use for NASBA is listed for your review in a separate browser window.

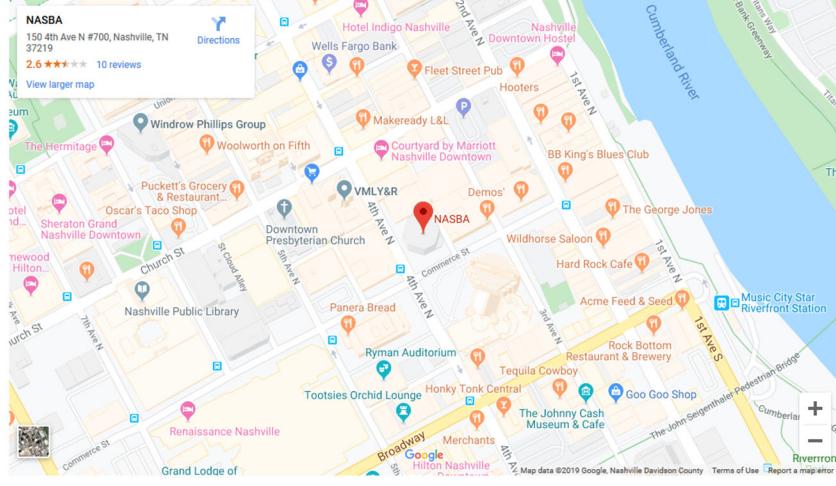
Contact Us

- By clicking on the “Contact Us” text in the footer, the CPE Audit Service address, phone number and hours are displayed.
- A form for Questions and Comments is also displayed, allowing you to send an e-mail to the *CPE Audit Service* team.

Home

CPE Audit Service

NASBA
150 4th Ave N #700, Nashville, TN 37219
2.6 ★★★★★ 10 reviews
View larger map



Directions

MAILING ADDRESS

NASBA CPE Audit Service
150 Fourth Avenue North
Suite 700
Nashville, TN 37219

TOLL-FREE

1-844-273-8722

FAX

615-880-4292

BUSINESS HOURS

Mon - Fri: 8:00 a.m. - 4:30 p.m. CST

WEBSITE

<https://nasba.org>

QUESTIONS AND COMMENTS ?

Name

Email Address

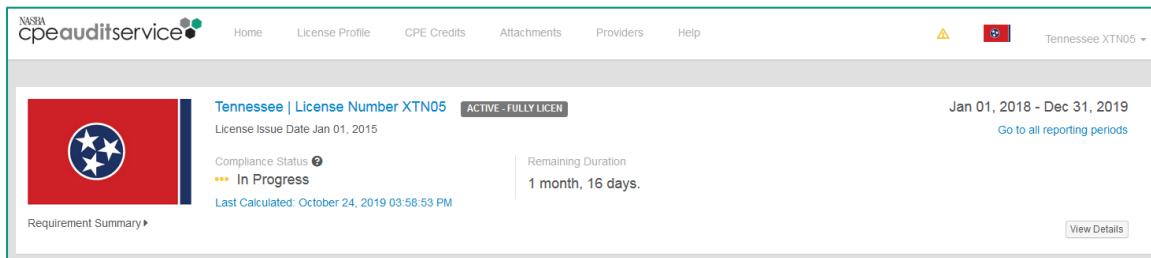
Message

Map data ©2019 Google, Nashville Davidson County

Terms of Use

Report a map editor

Home



The screenshot shows the NASBA CPE Audit Service interface. At the top, there's a navigation bar with links for Home, License Profile, CPE Credits, Attachments, Providers, and Help. On the right, there are icons for a warning, a flag (Tennessee), and a dropdown menu for 'Tennessee XTN05'. Below the navigation is a large box containing the Tennessee state flag, the license number 'Tennessee | License Number XTN05', and the status 'ACTIVE - FULLY LICEN'. It also shows the license issue date 'Jan 01, 2015' and a 'Remaining Duration' of '1 month, 16 days'. A link 'Go to all reporting periods' is present. At the bottom left is a 'Requirement Summary' link, and at the bottom right is a 'View Details' button.

License and Compliance Information

- The Home page displays all the CPA license information, as well as their overall compliance information for the reporting period that is in progress.
 - The license information displayed is populated from the state's information in the **Accounting Licensee Database (ALD)** as sent by the Board of Accountancy from their licensing system.
 - The reporting period and compliance information displayed with the license information is calculated based on the state's CPE rules as they are applied to the coursework entered by the CPA.
- A CPA may have more than one state's license information displayed, if they are licensed in multiple states that are participating in use of the *CPE Audit Service*.
 - Board staff users can only see the license information for their own state – they will not see any other licenses in the CPA account.

License Information

- The state flag is displayed at the top left of the display.
- The state name and the license number for the CPA in that state is displayed to the right of the flag.
 - This text is a hyperlink to the License Profile page, discussed later in this document.
- The current license status for the CPA license in the state is displayed next to the license number.
- The license issue date is displayed below the license number and status information.
- The [Go to all reporting periods](#) link is a hyperlink to the License Profile page, discussed later in this document.

Compliance Information

- The start and end date for the current reporting period are displayed at the top right of the box.
- The **Compliance Status** of the current reporting period is displayed to the right of the state flag image.

- The Compliance Status indicates whether the CPE requirements for the jurisdiction are satisfied. For the reporting period, the system compares credits earned to credits required and the system displays the following compliance result:
 - **In Progress:** The reporting period has not ended, and the licensee has not met the CPE requirements.
 - **Not Compliant:** The reporting period is ended and the licensee did not meet the CPE requirements.
 - **Compliant:** The licensee has met the CPE requirements for the reporting period.
 - **Missing Information:** There are unanswered questions regarding requirements, or courses and compliance cannot be determined.
 - **Exempt:** The Board granted an exemption to the licensee and no CPE is required for the reporting period.
- The **Time Remaining** value indicates the months and days remaining in the reporting period based on today's date and the end date for the reporting period.
- The **Last Calculated** link shows the last time (date and time) that compliance was calculated for the license.
 - Click on the link to recalculate compliance.
 - The date/time stamp will be updated.

Requirements Summary

- Click the collapse icon next to the Requirements Summary label to view the current requirements and compliance for the reporting period.



The screenshot shows a Requirements Summary table for Tennessee. The table has columns for Requirements, Required, Earned, Short, and Requirement Met?. The table data is as follows:

Requirements	Required	Earned	Short	Requirement Met?
Total Hours	80	41.8	38.2	
Minimum Hours, Non-carried in year 1 (2018)	20	32.8		✓
Minimum Hours, Non-carried in year 2 (2019)	20	9	11	
Technical	40	29.8	10.2	
Tennessee-Specific Ethics	2	0	2	

- The state's CPE requirement names are listed in the **Requirements** column.
- The number of CPE hours required for each requirement type are displayed in the **Required** column.
- The number of CPE hours earned for each requirement type, based on the state's CPE rules and the coursework entered by the CPA, is displayed in the **Earned** column.

- The number of CPE hours lacking based on the hours required less the hours earned is displayed in the **Short** column.
- If the number of hours earned meets or exceeds the number of hours required for a requirement type, then a green check mark will appear in the **Requirement Met?** column.
- Click the collapse icon again to hide the Requirements Summary display.

View Details

- Choose the **View Details** button to review contact information for and a summary of the CPE requirements programmed for the state.

Jurisdiction Info

Tennessee State Board of Accountancy

- **Address:** 500 James Robertson Pkwy, Nashville, TN 37243
- **Phone:** 615.741.2550
- **Fax:** 615.532.8800
- **Email:** accountancy.board@tn.gov
- [Update Personal Contact Information with the Board](#)
- [Rules & Regulations](#)

CPE Requirements Summary:

License Renewal:

- **Date:** 12/31
- **Type:** Biennial
- **Schedule:** Even Certificate Number on Even Years; Odd Certificate Number on Odd Years

CPE Reporting Period:

- **Dates:** 1/1 to 12/31
- **Type:** Biennial Fixed
- **Schedule:** Even Certificate Number on Even Years; Odd Certificate Number on Odd Years

Initial Period Requirements:

Licensed in Year 2 of the Biennial Period:

Requirement	Hours
No Requirement	N/A

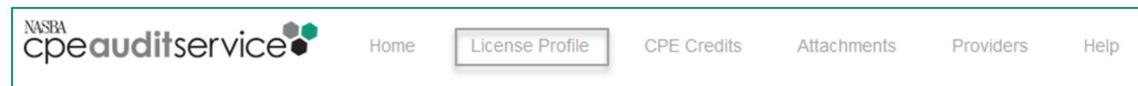
Licensed in Year 1 of the Biennial Period:

Requirement	Hours
Total	40

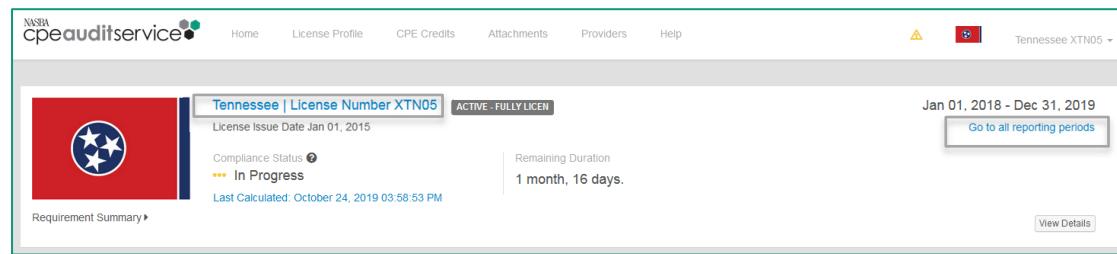
- Click the “X” icon at the top right or the **Close** button at the bottom left of the overlay screen to return to the Home page.

License Profile

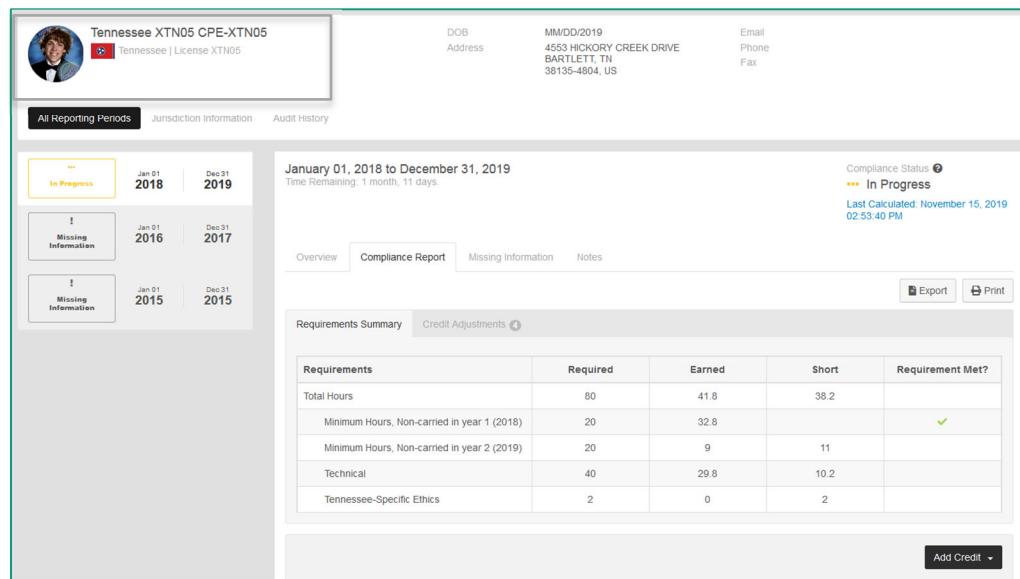
From this page, a CPA can view license information, reporting period and requirement information along with its compliance, resolve unanswered questions and submit to the Board in response to an audit.



- Navigate to the License Profile page
 - Choose the “License Profile” menu from the header row of any page.
- Choose the [state name/license number](#) hyperlink on the home page.



- Choose the [Go to all reporting periods](#) hyperlink on the home page.
- The License Profile page is displayed.



Licensee Information

Left Column

- The licensee profile picture or initials are displayed in the circle at the top left of the page.

- The licensee first and last name appear to the right of the profile picture.
 - This is the first and last name as sent to the *CPE Audit Service* by the Board. It can only be changed if the Board changes the name in their licensing system, which would then update the *CPE Audit Service*.
- The licensee's CPE ID number is displayed to the right of the licensee name.
 - The CPE ID number is the licensee's unique ID for any CPE provider that is sending in CPE attendance information electronically. It cannot be changed.
- The state flag image, state name and license number for the CPA is listed below the name.

Center Column

 Tennessee XTN05 CPE-XTN05  Tennessee License XTN05	DOB Address MM/DD/2019 4553 HICKORY CREEK DRIVE BARTLETT, TN 38135-4804, US	Email Phone Fax
All Reporting Periods Jurisdiction Information Audit History		

- The **DOB** field shows the masked date of birth as sent by the Board, if provided.
- The **Address** field shows the address as sent by the Board.
 - This could be the mailing, business or preferred address depending on which the Board wished to populate to the application.

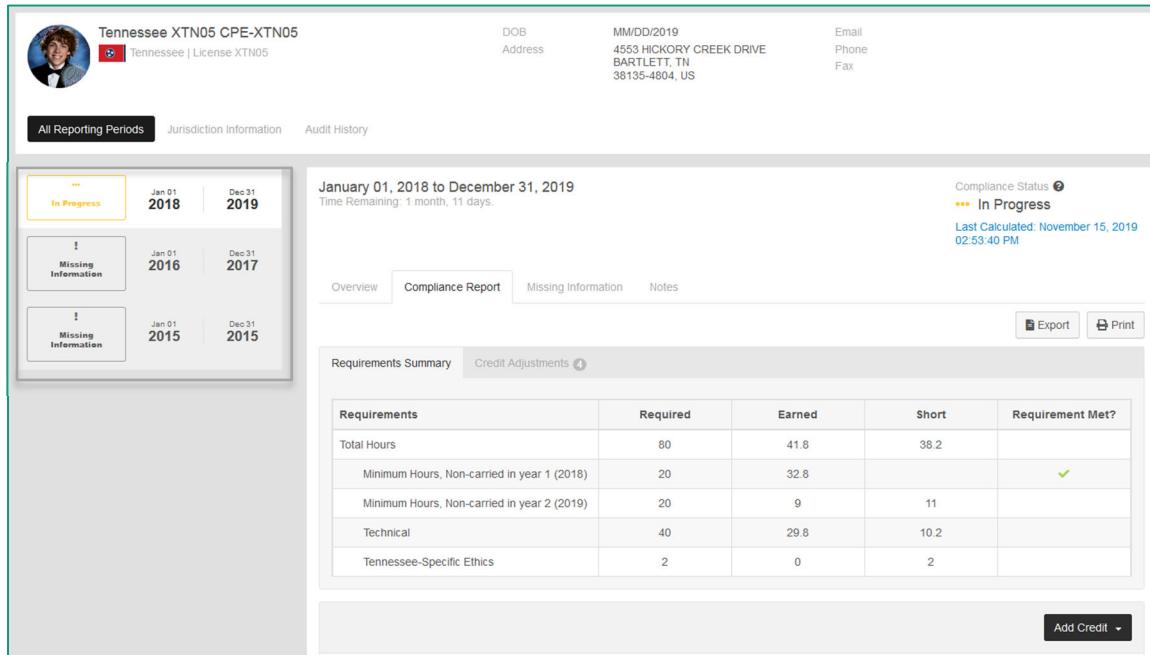
Right Column

 Tennessee XTN05 CPE-XTN05  Tennessee License XTN05	DOB Address MM/DD/2019 4553 HICKORY CREEK DRIVE BARTLETT, TN 38135-4804, US	Email Phone Fax
All Reporting Periods Jurisdiction Information Audit History		

- The **Email** field displays the e-mail address as sent by the Board, if any.
 - This can be different than the e-mail address selected by the CPA for logging in to the application.
- The **Phone** field displays the phone number as sent by the Board, if any.
- The **Fax** field displays any fax number as sent by the Board, if any.

All Reporting Periods

The default view on the License Profile page is to display the compliance information for the current reporting period. All other reporting periods are listed along the left side of the page.



The screenshot shows the 'All Reporting Periods' section of the License Profile page. At the top, there is a profile picture, license number (Tennessee XTN05 CPE-XTN05), and state (Tennessee). To the right, there are fields for DOB, Address, MM/DD/2019, 4553 HICKORY CREEK DRIVE, BARTLETT, TN 38135-4804, US, Email, Phone, and Fax. Below this, there are three reporting period ribbons. The top ribbon for 2018 is highlighted in yellow and labeled 'In Progress'. The middle ribbon for 2016 is grey and labeled 'Missing Information'. The bottom ribbon for 2015 is grey and labeled 'Missing Information'. To the right of the ribbons, the text 'January 01, 2018 to December 31, 2019' and 'Time Remaining: 1 month, 11 days.' is displayed. Below this, a 'Compliance Report' section shows tabs for Overview, Compliance Report (which is selected), Missing Information, and Notes. It includes 'Export' and 'Print' buttons. A 'Requirements Summary' table is shown with columns: Requirements, Required, Earned, Short, and Requirement Met?. The table data is as follows:

Requirements	Required	Earned	Short	Requirement Met?
Total Hours	80	41.8	38.2	
Minimum Hours, Non-carried in year 1 (2018)	20	32.8		✓
Minimum Hours, Non-carried in year 2 (2019)	20	9	11	
Technical	40	29.8	10.2	
Tennessee-Specific Ethics	2	0	2	

At the bottom right of the report section is a 'Add Credit' button.

Choosing a Reporting Period

- The different reporting periods available to view are listed on the left side of the page.
- The compliance status, along with the reporting period start and end dates are listed for each period.
- To view a different reporting period's information, click on the desired period in the reporting period ribbon. The compliance information to the right will refresh to show that period's information.

Reporting Period Details and Jurisdiction Messages

Reporting Period Details

January 01, 2016 to December 31, 2017
Time Remaining: Reporting Period has ended.

Compliance Status  **Missing Information**
Last Calculated: August 27, 2019
10:20:22 PM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

The Tennessee Society of CPAs (TSCPA) now sends attendance records electronically for their CPE Courses to the CPE Audit Service! Courses received directly from TSCPA are indicated by a blue ribbon icon in the attachments column of the course display and do not require an attached certificate of completion. If you have questions regarding a discrepancy in TSCPA course information, please contact TSCPA directly at tscpa@tscpa.com.
Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Overview **Compliance Report** [Missing Information !\[\]\(4b11504a0f214aadd35f449f4844c88d_img.jpg\)](#) Notes

- The start and end date of the reporting period selected is listed at the top left.
- The Compliance Status at the top right indicates whether the CPE requirements for the jurisdiction are satisfied. For the reporting period, the system compares credits earned to credits required and the system displays the following compliance result:
 - **In Progress:** The reporting period has not ended, and the licensee has not met the CPE requirements.
 - **Not Compliant:** The reporting period is ended and the licensee did not meet the CPE requirements.
 - **Compliant:** The licensee has met the CPE requirements for the reporting period.
 - **Missing Information:** There are unanswered questions regarding requirements, or courses and compliance cannot be determined.
 - **Exempt:** The Board granted an exemption to the licensee and no CPE is required for the reporting period.
- The **Time Remaining** value, below the reporting period start and end dates, indicates the months and days remaining in the reporting period based on today's date and the end date for the reporting period.
- The **Last Calculated** link shows the last time (date and time) that compliance was calculated for the license.
 - Click on the link to recalculate compliance.
 - The date/time stamp will be updated.

Jurisdiction Messages

January 01, 2016 to December 31, 2017
Time Remaining: Reporting Period has ended.

Compliance Status   Missing Information
Last Calculated: August 27, 2019
10:20:22 PM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

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Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Overview Compliance Report **Missing Information ** Notes

- If a Board requests it, information can be added to the page to make CPAs aware of certain CPE or other information.
- This information appears in a yellow box below the reporting period information.

Audit Notifications

If the Board has selected a reporting period for audit, an audit notification message box will be displayed above the Requirements Summary grid.

January 01, 2016 to December 31, 2017
Time Remaining: Reporting Period has ended.

Compliance Status   Not Compliant 
Last Calculated: December 20, 2019
08:56:36 AM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

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Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Attention:
You have been selected for audit. Please enter your CPE records and submit your Compliance Report for reporting period 01/01/2016 - 12/31/2017. Once all your records and corresponding documents have been added for the selected reporting period, click on the Submit to Board button below to submit your Compliance Report to the Board. Your Compliance Report must be submitted to the Board by Jun 28, 2019.

Submit for Audit

An e-mail will be sent to the address that is the CPA username for the account to notify the CPA that they are selected for audit, like the one shown below:

License PAC-CPAP-LIC-1 is Under Audit

Casey Kloiber
To: Amy Tongate

CHRIS H Y,

Your license, PAC-CPAP-LIC-1 is under audit.

Please submit your required materials by 2019-02-28

The materials you need to submit are for information between 2016-01-01 and 2018-12-31

The audit date range is 2019-03-10 through 2019-03-11.

Reply | Reply All | Forward | ...
Tue 3/5/2019 8:55 AM
+ Get more add-ins

Once you submit your report to the Board in response to the audit and the audit progresses, the audit message will be updated:

January 01, 2017 to December 31, 2018
Time Remaining: Reporting Period has ended.

Compliance Status: **✗ Not Compliant**
Last Calculated: August 27, 2019
09:37:52 PM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

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Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Audit Status
You have successfully submitted your Compliance Report for reporting period 01/01/2017 - 12/31/2018 for audit by the Board. You may view a copy of your submitted report below.

[Submitted Compliance Report](#)

Submitted
On 2019-08-10
Audit Status: **Not Compliant**

January 01, 2017 to December 31, 2018
Time Remaining: Reporting Period has ended.

Compliance Status: **✓ Compliant**
Last Calculated: December 13, 2019
01:48:34 PM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

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Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Audit Status
Your Compliance Report for reporting period 01/01/2017 - 12/31/2018 has passed the audit by the Board. You may view a copy of your audit report below.

[Audit Report Result](#)

Passed
On May 23, 2019
Audit Status: **Passed**

!	Missing Information	Jan 01 2019	Dec 31 2020
Failed	✓	Compliant	Jan 01 2017
Failed	✓	Compliant	Jan 01 2015
Failed	!	Missing Information	Jan 01 2013
Failed	!	Missing Information	Jan 01 2011

January 01, 2017 to December 31, 2018
Time Remaining: Reporting Period has ended.

Compliance Status ✓ Compliant
Last Calculated: August 27, 2019 09:30:37 PM

Attention:

NASBA has completed the update to the third-party sign in application. If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

The Tennessee Society of CPAs (TSCPA) now sends attendance records electronically for their CPE Courses to the CPE Audit Service. Courses received directly from TSCPA are indicated by a blue ribbon icon in the attachments column of the course display and do not require an attached certificate of completion. If you have questions regarding a discrepancy in TSCPA course information, please contact TSCPA directly at tscpa@tscpa.com.

**Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved **

Audit Status

Your Compliance Report for reporting period 01/01/2017 - 12/31/2018 has failed the audit by the Board. You may view a copy of your audit report below.

Failed
On May 28, 2019
Audit Status

Choose either the **Submitted Audit Report** or the **Audit Report Result** link to access those reports and generate a .pdf file of the report.

Submitting Report for Audit

If you are selected for audit, take the following steps to submit your CPE, documentation and compliance information to the Board:

January 01, 2016 to December 31, 2017
Time Remaining: Reporting Period has ended.

Compliance Status   Not Compliant 

Last Calculated: December 20, 2019
08:56:36 AM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

The Tennessee Society of CPAs (TSCPA) now sends attendance records electronically for their CPE Courses to the CPE Audit Service. Courses received directly from TSCPA are indicated by a blue ribbon icon in the attachments column of the course display and do not require an attached certificate of completion. If you have questions regarding a discrepancy in TSCPA course information, please contact TSCPA directly at tscpa@iscpa.com.

Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Attention:
You have been selected for audit. Please enter your CPE records and submit your Compliance Report for reporting period 01/01/2016 - 12/31/2017. Once all your records and corresponding documents have been added for the selected reporting period, click on the Submit to Board button below to submit your Compliance Report to the Board. Your Compliance Report must be submitted to the Board by Jun 28, 2019.

Submit for Audit

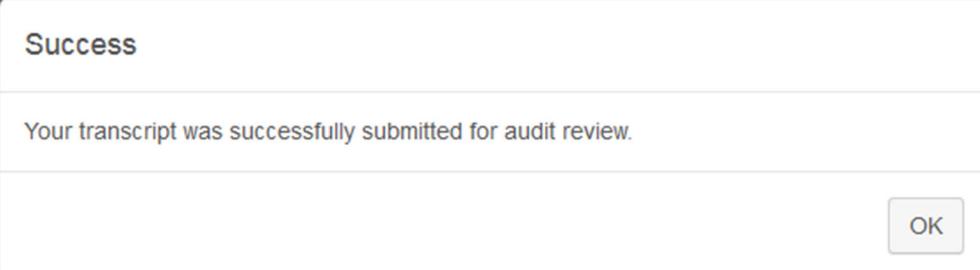
- Enter in all coursework, with attachments, using [Add Credits](#).
- Remove any [duplicate](#) attendance records prior to submission.
- Choose the **Submit for Audit** button in the audit message box.
- If there are unanswered questions for the reporting period (the compliance status is Missing Information), the following message will be displayed, and the audit information will not be submitted.

Missing Information

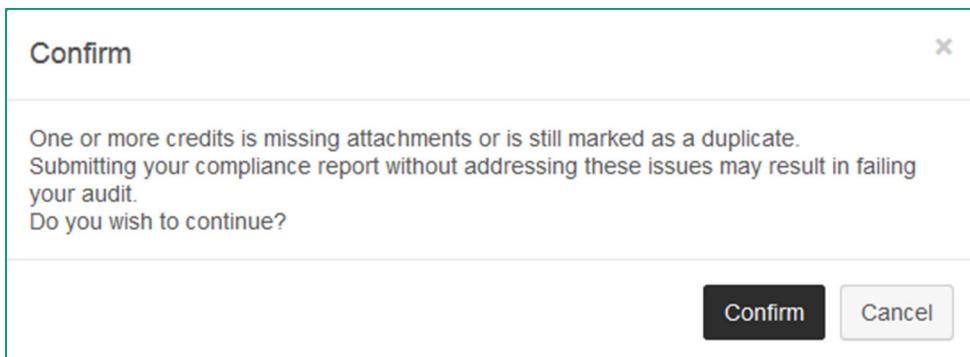
You cannot submit this compliance report for audit until all questions associated with the reporting period and credits in the reporting period have been answered.

Cancel

- Choose the **Cancel** button and resolve the missing questions by providing responses.
- If the compliance status is not "Missing Information", then a success message will be displayed:



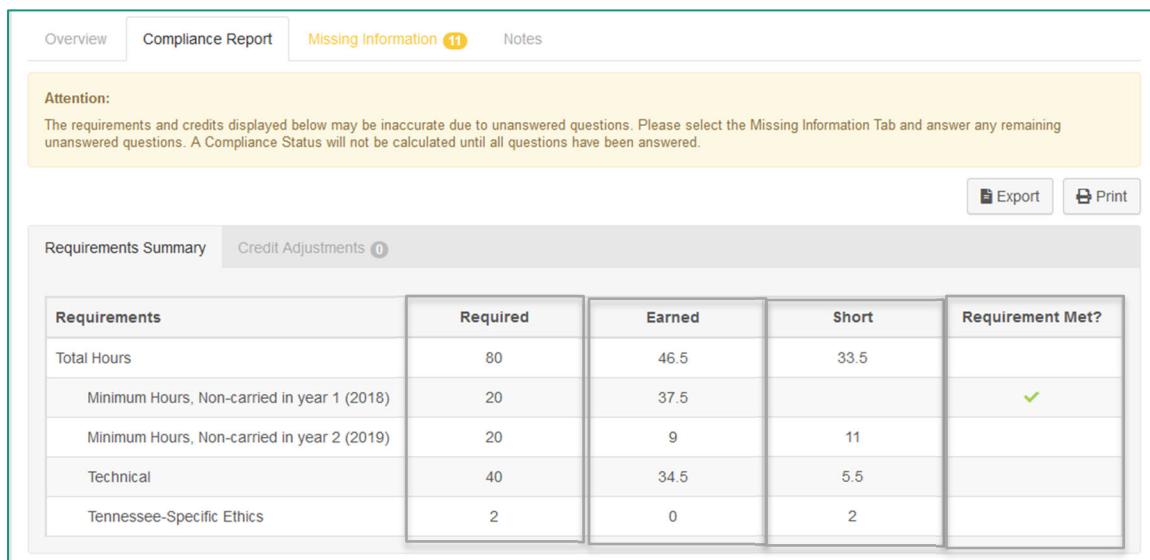
- Choose the **OK** button to return to the Compliance Report. The audit status for the reporting period will change to "Submitted".
 - Refer to the section on [Audit Notifications](#) and the [Submitted Compliance Report](#).
- If there are potential duplicate courses that are not resolved or courses without attachments, then a warning message is displayed:



- Choose the **Cancel** button to return to the compliance report and resolve the duplicate courses and/or add attachments to courses where needed. Then resubmit the report to the Board.
- Choose the **Confirm** button to submit your report to the Board for the audit. The success message will then be displayed.

Compliance Report

This tab is the default view for the reporting period selected.



The screenshot shows the 'Compliance Report' tab selected in a navigation bar. A yellow box highlights an 'Attention' message: 'The requirements and credits displayed below may be inaccurate due to unanswered questions. Please select the Missing Information Tab and answer any remaining unanswered questions. A Compliance Status will not be calculated until all questions have been answered.' Below this are 'Export' and 'Print' buttons. The main content is a 'Requirements Summary' table with the following data:

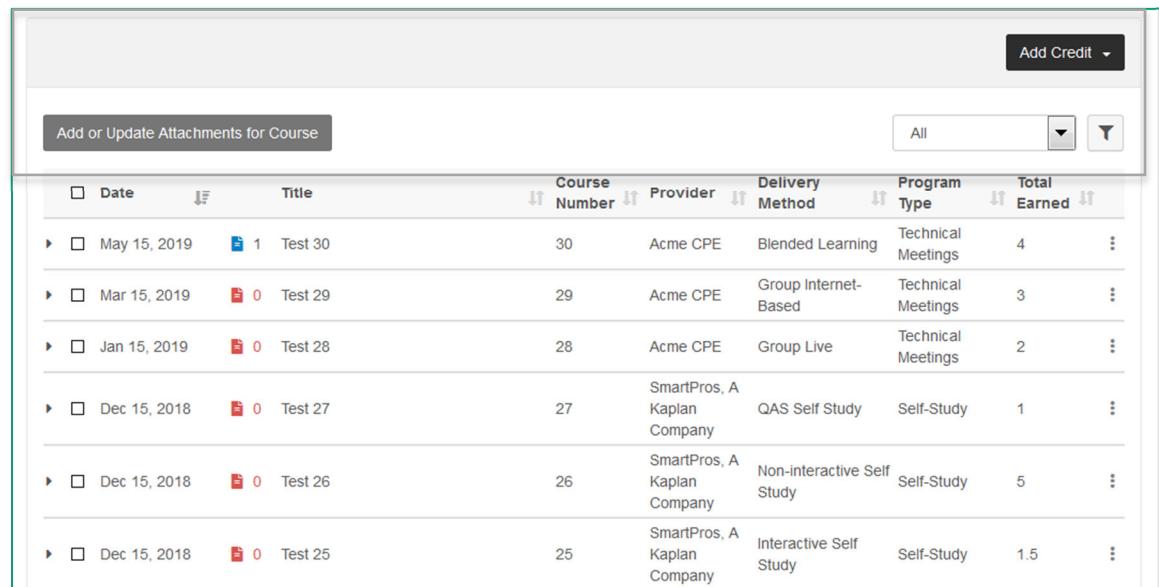
Requirements	Required	Earned	Short	Requirement Met?
Total Hours	80	46.5	33.5	
Minimum Hours, Non-carried in year 1 (2018)	20	37.5		✓
Minimum Hours, Non-carried in year 2 (2019)	20	9	11	
Technical	40	34.5	5.5	
Tennessee-Specific Ethics	2	0	2	

Requirements Summary

- The state's CPE requirement names are listed in the **Requirements** column.
- The number of CPE hours required for each requirement type are displayed in the **Required** column.
- The number of CPE hours earned for each requirement type, based on the state's CPE rules and the coursework entered by the CPA, is displayed in the **Earned** column.
- The number of CPE hours lacking based on the hours required less the hours earned is displayed in the **Short** column.
- If the number of hours earned meets or exceeds the number of hours required for a requirement type, then a green check mark will appear in the **Requirement Met?** column.
- Click the collapse icon again to hide the Requirements Summary display.

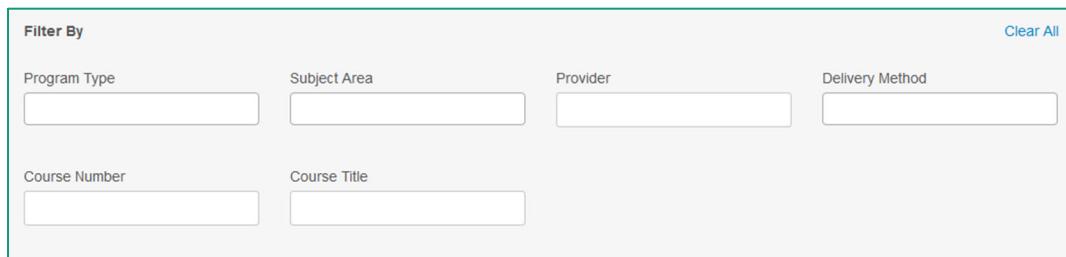
Courses

Below the Requirements Summary grid, a listing of all courses entered with completion dates within the reporting period are displayed.



<input type="checkbox"/> Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Earned	
▶ <input type="checkbox"/> May 15, 2019	1 Test 30	30	Acme CPE	Blended Learning	Technical Meetings	4	⋮
▶ <input type="checkbox"/> Mar 15, 2019	0 Test 29	29	Acme CPE	Group Internet-Based	Technical Meetings	3	⋮
▶ <input type="checkbox"/> Jan 15, 2019	0 Test 28	28	Acme CPE	Group Live	Technical Meetings	2	⋮
▶ <input type="checkbox"/> Dec 15, 2018	0 Test 27	27	SmartPros, A Kaplan Company	QAS Self Study	Self-Study	1	⋮
▶ <input type="checkbox"/> Dec 15, 2018	0 Test 26	26	SmartPros, A Kaplan Company	Non-interactive Self Study	Self-Study	5	⋮
▶ <input type="checkbox"/> Dec 15, 2018	0 Test 25	25	SmartPros, A Kaplan Company	Interactive Self Study	Self-Study	1.5	⋮

- Adding new credits can be initiated using the [Add Credit](#) button.
- To add or update attachments to a course or courses, click on the check box for the desired course(s) and select the [Add or Update Attachments for Course](#) button.
- Courses can be filtered by dates using the dropdown menu located below the Add Credit button.
 - The default view is **All** which displays all courses that fall within the reporting period date range.
 - Choose the yearly option(s) to display only the courses whose end date falls within the specified year of the reporting period.
 - Choose the **Date Range** option to select a specific set of dates. Only courses whose end date falls in the range will be displayed.
- Choose the Filter icon  to display advanced filters for the listing of courses.



Filter By

Program Type

Subject Area

Provider

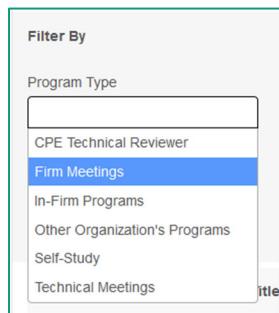
Delivery Method

Course Number

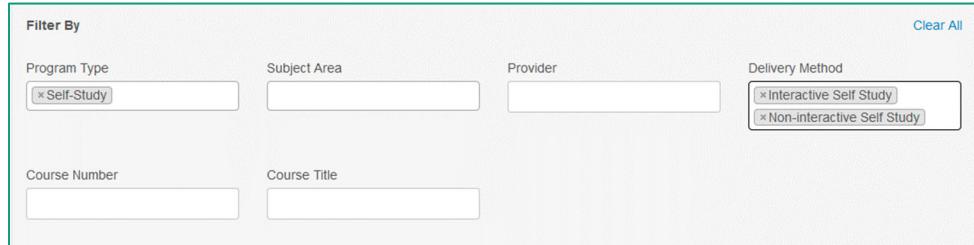
Course Title

Clear All

- Clicking in any of the filter options shows a display of the possible values contained within the set of courses.



- The data filters include Program Type, Subject Area, Provider, Delivery Method, Course Number and Course Title.
- Multiple filters can be used together by choosing values in more than one filter field.
- Multiple values can be selected for each filter by clicking in the field to see the possible values and selecting until all the desired values are chosen.
- Choose the [Clear All](#) link to remove all filters.



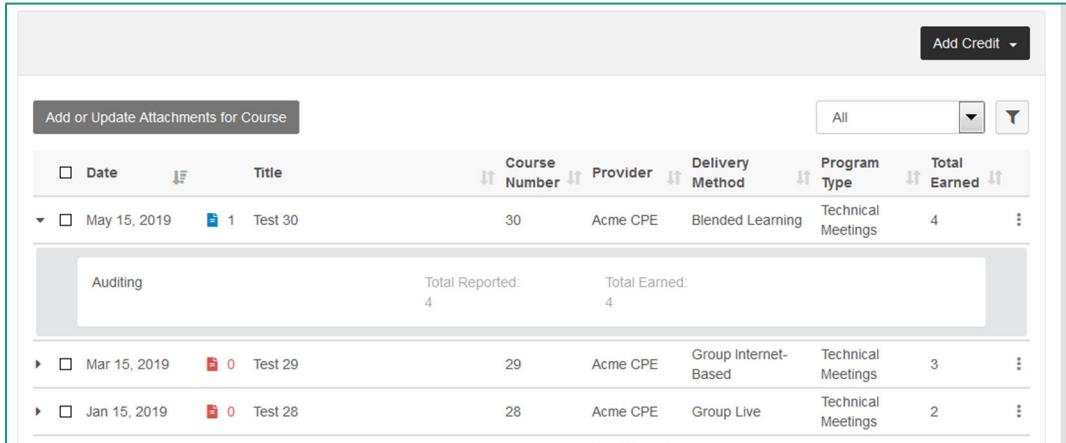
- The courses are listed in descending Date order, newest to oldest, by default.

Add or Update Attachments for Course							Add Credit
Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Earned	
May 15, 2019	Test 30	30	Acme CPE	Blended Learning	Technical Meetings	4	...
Mar 15, 2019	Test 29	29	Acme CPE	Group Internet-Based	Technical Meetings	3	...
Jan 15, 2019	Test 28	28	Acme CPE	Group Live	Technical Meetings	2	...
Dec 15, 2018	Test 27	27	SmartPros, A Kaplan Company	QAS Self Study	Self-Study	1	...
Dec 15, 2018	Test 26	26	SmartPros, A Kaplan Company	Non-interactive Self Study	Self-Study	5	...
Dec 15, 2018	Test 25	25	SmartPros, A Kaplan Company	Interactive Self Study	Self-Study	1.5	...

- Each column heading has an ascending/descending sort icon next to it. Click on the arrows icon to sort in ascending or descending order.
- Each row of the grid contains the details for an individual course:

COLUMN TITLE	DETAILS
Expander Icon	Each row within the grid can be expanded to show the Subject Area(s) and credit for the course. Choose the icon to view the subject areas for the course.
Checkbox	Click in this box in order to add or update an attachment.
Date	The end date entered for the course
Attachment	A red paper icon with “0” to its right indicates that there are no attachments for the course. A blue paper icon with a number above 0 to its right indicates that there is at least one attachment for the course with the number indicating how many attachments are associated with the course.
Title	The title entered for the course or the course name.
Course Number	The unique identifier for the course, if entered.
Provider	The sponsor entered for the course.
Delivery Method	The delivery method selected for the course.
Program Type	The program type selected for the course.
Total Earned	The number of CPE credits for the course after all state rules are applied.
Ellipsis	This symbol  at the end of the course row can be selected to reveal additional actions that can be taken on the course. Edit – returns to the Add Credit screen for the course for you to make and save updates to the course details or question responses. View – allows you to view all the details entered for the course. Delete – allows you to remove the course from the CPE Credits transcript and any compliance calculation.

- When the expander icon is used, the subject area(s) for the course and the credit for each are displayed:



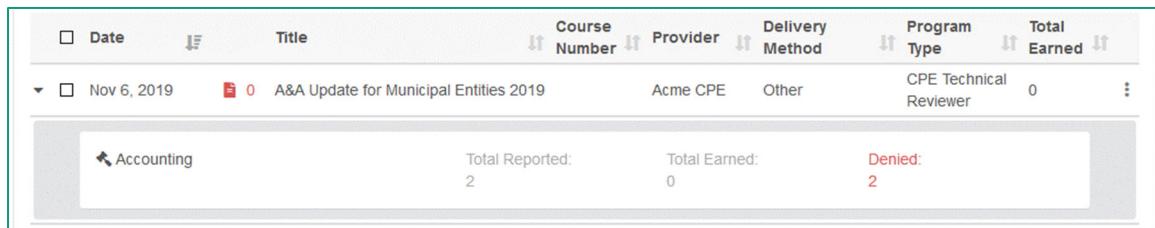
The screenshot shows a table with columns: Date, Title, Course Number, Provider, Delivery Method, Program Type, and Total Earned. There are three rows of data. The first row is expanded, showing a sub-table for 'Auditing' with 'Total Reported: 4' and 'Total Earned: 4'. The second row is collapsed, showing 'Mar 15, 2019', 'Test 29', '29', 'Acme CPE', 'Group Internet-Based', 'Technical Meetings', and '3'. The third row is collapsed, showing 'Jan 15, 2019', 'Test 28', '28', 'Acme CPE', 'Group Live', 'Technical Meetings', and '2'.

Add or Update Attachments for Course							
	Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Earned
▼	May 15, 2019	1 Test 30	30	Acme CPE	Blended Learning	Technical Meetings	4
Auditing			Total Reported: 4	Total Earned: 4			
▶	Mar 15, 2019	0 Test 29	29	Acme CPE	Group Internet-Based	Technical Meetings	3
▶	Jan 15, 2019	0 Test 28	28	Acme CPE	Group Live	Technical Meetings	2

- The subject area name is displayed first.
- The Total Report is the amount of credit for the subject area as entered by the CPA.
- The Total Earned is the amount of credit for the subject area granted by the Board's CPE rules.

Credit Adjustments

When the credit reported does not match the credit earned for a course, the credit was either denied, limited or otherwise calculated by a Board rule.



The screenshot shows a table with columns: Date, Title, Course Number, Provider, Delivery Method, Program Type, and Total Earned. There is one row of data. The row shows 'Nov 6, 2019', 'A&A Update for Municipal Entities 2019', 'Acme CPE', 'Other', 'CPE Technical Reviewer', and '0'. Below this row is a summary table for 'Accounting' with 'Total Reported: 2', 'Total Earned: 0', and 'Denied: 2'.

	Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Earned
▼	Nov 6, 2019	0 A&A Update for Municipal Entities 2019		Acme CPE	Other	CPE Technical Reviewer	0
Accounting			Total Reported: 2	Total Earned: 0		Denied: 2	

- Denied Credit**
 - A gavel icon is displayed next to the subject area name when credit is denied.
 - The amount of credit denied is listed in red font in the **Denied** column.
- The Credit Adjustments tab to the right of the Requirements tab displays text for each course, with text to describe the Board rule that was applied.
- The number of texts included is displayed next to the tab title.
- Choose the Credit Adjustments tab to review all text related to courses whose credit earned differed from the credit reported:

Requirements Summary Credit Adjustments 1

[Program_Limits_TN.3] [CPE Technical Review] CPE credit is not accepted by this jurisdiction.

A&A Update for Municipal Entities 2019

Previous 1 Next Show 25 entries Showing 1 to 1 of 1 entries

- The state rule name is displayed in brackets.
- The text explaining the rule applied is displayed to the right of the bracketed text.
- The course name/title appears below the rule text. This is a link to the course in the CPE Credits view. Click on the course title to navigate to the course.

Carry Credit

Some Boards allow licensees to carry credits earned in excess of their requirements to the next reporting period (“carry forward”), while other Boards allow licensees to carry credits earned in the current reporting period to the previous reporting period to cover a shortage of credits (“carry back” or sometimes “grace period”).

- The Requirements Summary will include a column for **Available Carry** between the **Short** and **Requirement Met?** Columns in these cases.
- If the Board allows the CPA user to initiate carry, a **Carry Credit** dropdown will be shown above the Requirements column in the display.

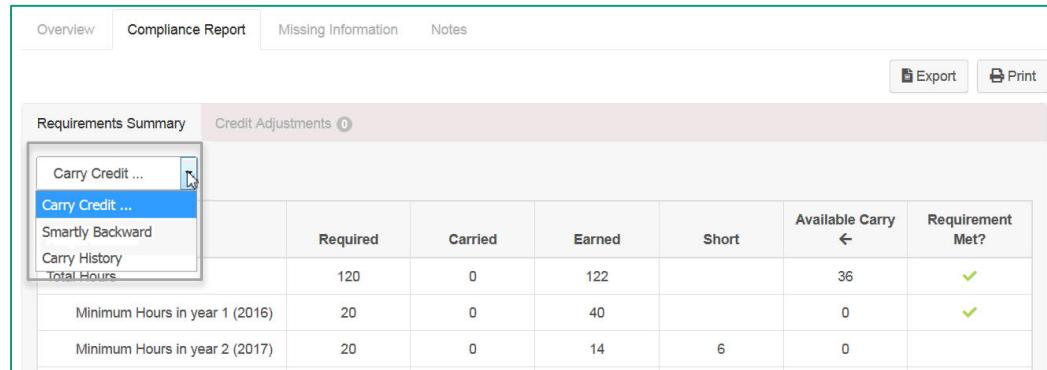
Requirements Summary Credit Adjustments 0

Carry Credit ...

Requirements	Required	Carried	Earned	Short	Available Carry ←	Requirement Met?
Total Hours	120	0	30.75	89.25	0	
Minimum Hours in year 1 (2017)	20	0	0	20	0	
Minimum Hours in year 2 (2018)	20	0	5.25	14.75	0	
Minimum Hours in year 3 (2019)	20	0	25.5		0	✓
Virginia-Specific Ethics in year 1 (2017)	2	0	0	2	0	
Virginia-Specific Ethics in year 2 (2018)	2	0	0	2	0	
Virginia-Specific Ethics in year 3 (2019)	2	0	0	2	0	

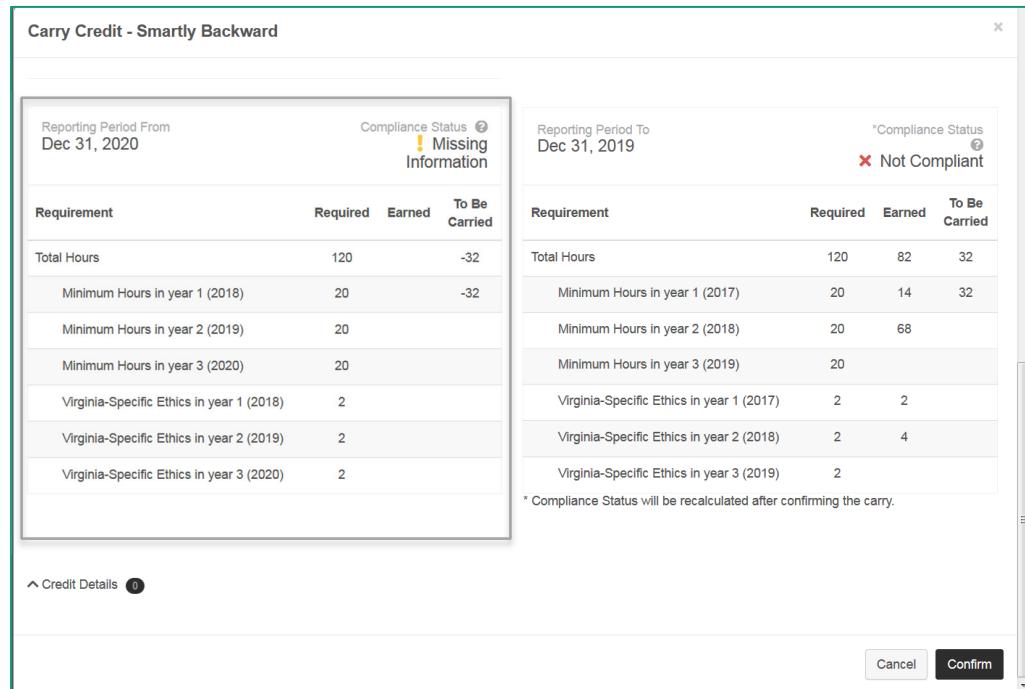
- The Board’s rules for carry credit are listed in the [Jurisdiction Information](#) page.
- **Carry Back**
 - This feature can be used:
 - If there is a shortage in credits in the *previous* reporting period.
 - If there are eligible credits to be carried in the *current* reporting period.

- If the Board limit on the amount of credits that can be carried is not exceeded.
- From the **Carry Credit** dropdown, choose the *Smartly Backward* option.



The screenshot shows the 'Compliance Report' tab selected in the top navigation bar. Below it is a table titled 'Requirements Summary' with columns for 'Required', 'Carried', 'Earned', 'Short', 'Available Carry', and 'Requirement Met?'. The table contains data for three rows: 'Total Hours' (Required: 120, Earned: 122, Available Carry: 36, Met: Yes), 'Minimum Hours in year 1 (2016)' (Required: 20, Earned: 40, Available Carry: 0, Met: Yes), and 'Minimum Hours in year 2 (2017)' (Required: 20, Earned: 14, Available Carry: 0, Met: Yes). At the top left of the table, a dropdown menu is open, showing 'Carry Credit ...' with 'Smartly Backward' selected. Other options in the menu include 'Carry Credit ...', 'Carry History', and 'Total Hours'.

- A preview screen is displayed showing the credits carried out of the source period and the period they will be carried to.



The screenshot shows an 'Overlay' window titled 'Carry Credit - Smartly Backward'. It contains two tables. The left table is for the 'Reporting Period From Dec 31, 2020' and the right table is for the 'Reporting Period To Dec 31, 2019'. Both tables have columns for 'Requirement', 'Required', 'Earned', and 'To Be Carried'. The left table shows a 'Missing Information' status with a yellow exclamation mark. The right table shows a 'Not Compliant' status with a red cross. Both tables list requirements such as 'Total Hours', 'Minimum Hours in year 1 (2018)', 'Minimum Hours in year 2 (2019)', 'Minimum Hours in year 3 (2020)', and various 'Virginia-Specific Ethics' requirements. At the bottom of the overlay, a note states: '* Compliance Status will be recalculated after confirming the carry.'

- The reporting period that is the source of the carried credit is listed on the left side of the overlay with its end date, compliance status and amount of credits to be carried out of each requirement type.
- The reporting period that will receive the carried credit is listed on the right side of the overlay with its end date, compliance status and amount of credits to be carried into each requirement type.

- If more than one reporting period is receiving credits from the source reporting period, then more than one reporting period will appear in the overlay.

Carry Credit - Smartly Backward

Reporting Period From Dec 31, 2020		Compliance Status Missing Information		Reporting Period To Dec 31, 2019		*Compliance Status Not Compliant	
Requirement	Required	Earned	To Be Carried	Requirement	Required	Earned	To Be Carried
Total Hours	120	-32		Total Hours	120	82	32
Minimum Hours in year 1 (2018)	20	-32		Minimum Hours in year 1 (2017)	20	14	32
Minimum Hours in year 2 (2019)	20			Minimum Hours in year 2 (2018)	20	68	
Minimum Hours in year 3 (2020)	20			Minimum Hours in year 3 (2019)	20		
Virginia-Specific Ethics in year 1 (2018)	2			Virginia-Specific Ethics in year 1 (2017)	2	2	
Virginia-Specific Ethics in year 2 (2019)	2			Virginia-Specific Ethics in year 2 (2018)	2	4	
Virginia-Specific Ethics in year 3 (2020)	2			Virginia-Specific Ethics in year 3 (2019)	2		

* Compliance Status will be recalculated after confirming the carry.

Credit Details

Cancel **Confirm**

- Any related limitations for carried credit are detailed in the Credit Details section of the overlay.

Carry Credit - Smartly Backward

Reporting Period From Dec 31, 2020		Compliance Status Missing Information		Reporting Period To Dec 31, 2019		*Compliance Status Not Compliant	
Requirement	Required	Earned	To Be Carried	Requirement	Required	Earned	To Be Carried
Total Hours	120	-32		Total Hours	120	82	32
Minimum Hours in year 1 (2018)	20	-32		Minimum Hours in year 1 (2017)	20	14	32
Minimum Hours in year 2 (2019)	20			Minimum Hours in year 2 (2018)	20	68	
Minimum Hours in year 3 (2020)	20			Minimum Hours in year 3 (2019)	20		
Virginia-Specific Ethics in year 1 (2018)	2			Virginia-Specific Ethics in year 1 (2017)	2	2	
Virginia-Specific Ethics in year 2 (2019)	2			Virginia-Specific Ethics in year 2 (2018)	2	4	
Virginia-Specific Ethics in year 3 (2020)	2			Virginia-Specific Ethics in year 3 (2019)	2		

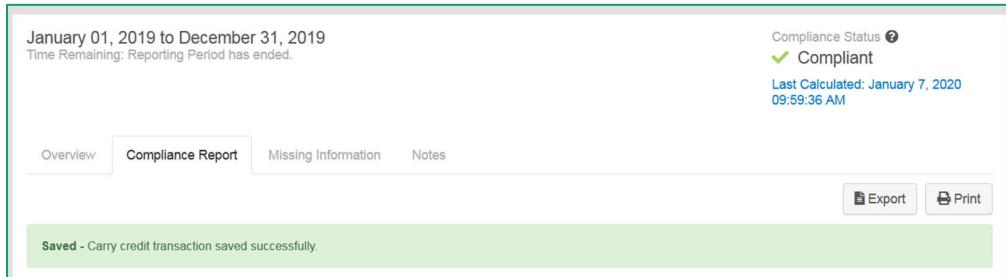
* Compliance Status will be recalculated after confirming the carry.

Credit Details

Cancel **Confirm**

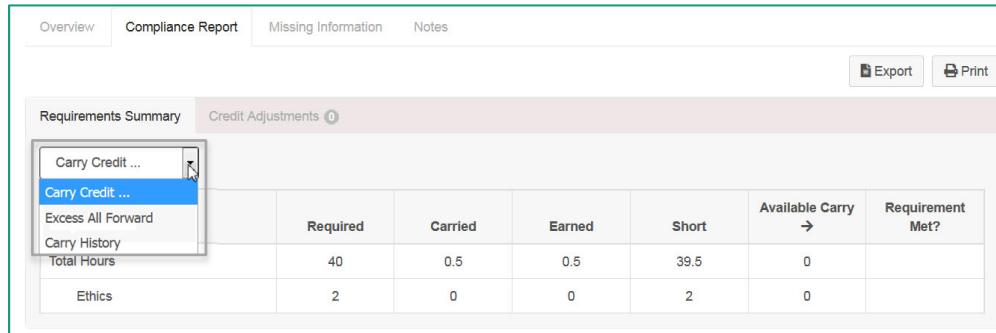
- Choose the **Cancel** button to close the overlay screen and return to the Compliance Report without carrying any credit.

- Choose the **Confirm** button to carry the credit and recalculate compliance for the reporting periods.
- A message will be displayed indicating that the carried credit transaction was saved.



- **Carry Forward**

- This feature can be used:
 - If there is an excess of credits earned the *previous* reporting period.
 - NOTE: If the current reporting period contains excess credits earned, these cannot be carried forward until that period is ended and the next reporting period is shown.
 - If the Board limit on the amount of credits that can be carried is not exceeded.
- From the **Carry Credit** dropdown, choose the *Excess All Forward* option.



- A preview screen is displayed showing the credits carried out of the source period and the period they will be carried to.

Carry Credit - Excess All Forward

Reporting Period From Dec 31, 2019		Compliance Status  Compliant	
Requirement	Required	Earned	To Be Carried
Total Hours	40	40.5	-0.5
Ethics	2	6	-0.5

Reporting Period To Dec 31, 2020		*Compliance Status  In Progress	
Requirement	Required	Earned	To Be Carried
Total Hours	40	0.5	
Ethics	2		

* Compliance Status will be recalculated after confirming the carry.

 Credit Details 

[Carry_Reclass_NC,1] [Ethics] credit that is carried forward may only count toward the total hours requirement in the target period.

- The reporting period that is the source of the carried credit is listed on the left side of the overlay with its end date, compliance status and amount of credits to be carried out of each requirement type.
- The reporting period that will receive the carried credit is listed on the right side of the overlay with its end date, compliance status and amount of credits to be carried into each requirement type.

Carry Credit - Excess All Forward

Reporting Period From Dec 31, 2019		Compliance Status  Compliant	
Requirement	Required	Earned	To Be Carried
Total Hours	40	40.5	-0.5
Ethics	2	6	-0.5

Reporting Period To Dec 31, 2020		*Compliance Status  In Progress	
Requirement	Required	Earned	To Be Carried
Total Hours	40	0.5	
Ethics	2		

* Compliance Status will be recalculated after confirming the carry.

 Credit Details 

[Carry_Reclass_NC,1] [Ethics] credit that is carried forward may only count toward the total hours requirement in the target period.

- Any related limitations for carried credit are detailed in the Credit Details section of the overlay.

Carry Credit - Excess All Forward

Reporting Period From Dec 31, 2019		Compliance Status Compliant	
Requirement	Required	Earned	To Be Carried
Total Hours	40	40.5	-0.5
Ethics	2	6	-0.5

Reporting Period To Dec 31, 2020		Compliance Status In Progress	
Requirement	Required	Earned	To Be Carried
Total Hours	40	0.5	
Ethics	2	0	

* Compliance Status will be recalculated after confirming the carry.

Credit Details

[Carry_Reclass_NC,1] [Ethics] credit that is carried forward may only count toward the total hours requirement in the target period.

Cancel **Confirm**

- Choose the **Cancel** button to close the overlay screen and return to the Compliance Report without carrying any credit.
- Choose the **Confirm** button to carry the credit and recalculate compliance for the reporting periods.
- A message will be displayed indicating that the carried credit transaction was saved.

January 01, 2019 to December 31, 2019
Time Remaining: Reporting Period has ended.

Compliance Status Compliant
Last Calculated: January 7, 2020 09:59:36 AM

Overview **Compliance Report** Missing Information Notes **Export** **Print**

Saved - Carry credit transaction saved successfully.

- Carry History**

- This feature can be used whether Carry Forward or Carry Back is available to review all carry transactions that have occurred for the reporting period.
- From the **Carry Credit** dropdown, choose the *Carry History* option.

Overview **Compliance Report** Missing Information Notes **Export** **Print**

Requirements Summary Credit Adjustments

Carry Credit ...

Carry Credit ...

Excess All Forward

Carry History

Total Hours

	Required	Carried	Earned	Short	Available Carry →	Requirement Met?
Total Hours	40	0.5	0.5	39.5	0	
Ethics	2	0	0	2	0	

- A listing of every carry transaction for the reporting period is displayed.

Carry Credit Details

Virginia | License 11918

Reporting Period
Jan 01, 2018 - Dec 31, 2020

Compliance Status ⓘ ! Missing Information

Credits Available to Carry

Requirements	Backward
Total Hours	0
Minimum Hours in year 1 (2018)	0
Minimum Hours in year 2 (2019)	0
Minimum Hours in year 3 (2020)	0
Virginia-Specific Ethics in year 1 (2018)	0
Virginia-Specific Ethics in year 2 (2019)	0
Virginia-Specific Ethics in year 3 (2020)	0

Carry Credit ...

Transaction ID	Transaction Date	Carry Type	From Reporting Period (End Date)	To Reporting Period (End Date)	Total Credits Carried
13431	Jan 07, 2020	Smartly Backward (Out)	Dec 31, 2018	Dec 31, 2019	-32

- The state and license number for the CPA are listed at the top of the page.
- The reporting period start and end date, along with its compliance status are listed in the second section.
- The amount of credits available for carrying, if any, by requirement type are listed in the third section.
- A **Carry Credit** dropdown will be shown below the Requirements column in the display and a carry transaction can be initiated from this screen.
- Finally, each carry transaction performed for the reporting period is listed at the bottom of the page.

Carry Credit Details

Virginia | License 11918

Reporting Period
Jan 01, 2018 - Dec 31, 2020

Compliance Status ⓘ ! Missing Information

Credits Available to Carry

Requirements	Backward
Total Hours	0
Minimum Hours in year 1 (2018)	0
Minimum Hours in year 2 (2019)	0
Minimum Hours in year 3 (2020)	0
Virginia-Specific Ethics in year 1 (2018)	0
Virginia-Specific Ethics in year 2 (2019)	0
Virginia-Specific Ethics in year 3 (2020)	0

Carry Credit ...

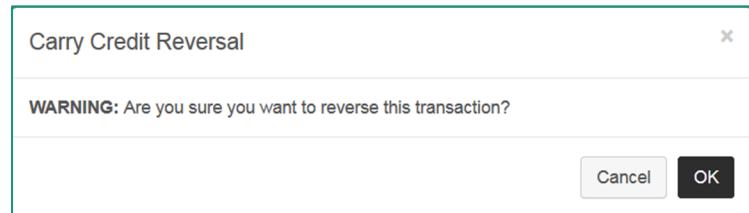
Transaction ID	Transaction Date	Carry Type	From Reporting Period (End Date)	To Reporting Period (End Date)	Total Credits Carried
13431	Jan 07, 2020	Smartly Backward (Out)	Dec 31, 2018	Dec 31, 2019	-32

- For each carry action, the following information is presented:
 - Transaction ID: An internal number for tracking purposes.
 - Transaction Date: The date the carry credit was performed.
 - Carry Type: *Smartly Backward* or *Excess All Forward*
 - These can be marked as (In) if the reporting period received carried credits or (Out) if the reporting period provided credits to carry.

- From Reporting Period (End Date): indicates the end date of the reporting period that provided the carried credits.
- To Reporting Period (End Date): indicates the end date of the reporting period that received the carried credits.
- Total Credits Carried: this amount can be negative if credits were carried out.
- Choose the expand icon to the left of the transaction ID to view each requirement where credits were moved along with the amount of credit moved.

Transaction ID	Transaction Date	Carry Type	From Reporting Period (End Date)	To Reporting Period (End Date)	Total Credits Carried
13431	Jan 07, 2020	Smarty Backward (Out)	Dec 31, 2018	Dec 31, 2019	-32
From Requirement:	Total Hours	To Requirement:	Total Hours	Credits Carried:	-32
From Requirement:	Minimum Hours in year 1 (2018)	To Requirement:	Minimum Hours in year 1 (2017)	Credits Carried:	-32

- For each requirement the following information is presented:
 - From Requirement
 - Requirement name in the source reporting period
 - To Requirement
 - Requirement name in the receiving reporting period
 - The amount of credit carried
- Choose the X icon to the right of the transaction row to reverse (remove) the carried credit.
 - A warning message will be displayed to ensure that you wish to continue to remove the carry transaction.



- Choose the **Cancel** button to return to the Carry History screen.
- Choose the **OK** button to proceed with removing the carry transaction.

Overview

The Overview tab shows the details of your CPA license as sent by the Board, any reporting period questions answered with their current response, as well as the option to initiate CPE Reciprocity (if allowed by your Board's rules).

- Choose the **Overview** tab.

Overview
Compliance Report
Missing Information (1)
Notes

The Tennessee Board of Accountancy allows non-resident licensees to meet the CPE requirements for their CPA license by virtue of meeting the CPE requirements for an active CPA license in their **Principal Place of Business (PPB)**.

The licensee must demonstrate compliance with the CPE requirements of their PPB for the most recently completed reporting period in that state. The CPE records and documentation for the PPB will need to be entered in to the CPA account for verification of compliance for that state's reporting period.

If the licensee did not have CPE requirements in their PPB for the most recently completed reporting period, they may not use CPE Reciprocity. If the PPB does not have an ethics requirement, then the Tennessee specific ethics requirement must be met.

License Information

License Status	ACTIVE - FULLY LICEN
License Basis Type	(NO CODE)
License Date	01/01/2015
License Type	CERTIFIED PUBLIC ACC
License Number	XTN05
License Expiration	12/31/2019

Additional Information

Edit

Have you engaged in the attest function between 01/01/2018 & 12/31/2019?	No
Did you testify as an expert witness between 01/01/2018 and 12/31/2019?	No

CPE Reciprocity

- If your Board does not offer CPE Reciprocity, this box will not be displayed.
- A summary of the specific rules regarding CPE Reciprocity in your state is displayed.
- To initiate CPE Reciprocity, choose the **Use CPE Reciprocity** button.
 - If you have not already supplied the information, you will be prompted to provide your State of Residence as well as your Principal Place of Business.

CPE Reciprocity

State of Residence ?

Select

Principal Place of Business ?

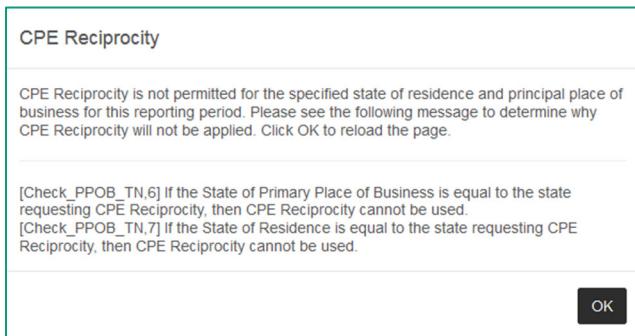
Select

[Determine_Accordance] [TN] accepts CPE Reciprocity from the licensee's Primary Place of Business

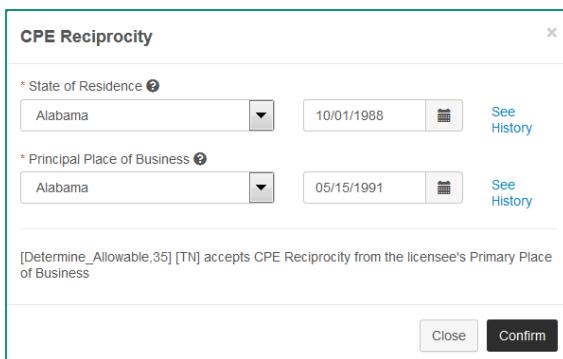
Close
Confirm

- **State of Residence:** Select the state in which you reside from the dropdown list provided. Type in the effective date that this became your State of Residence in the date field to the right.
- **Principal Place of Business:** Select the state in which your principal place of business is located from the dropdown list provided. Type in the effective date that this became your Principal Place of Business in the date field to the right.
- Your state's rule for which state is used as the basis for CPE Reciprocity is listed next.
- Click the **Close** button to return to the Overview tab.

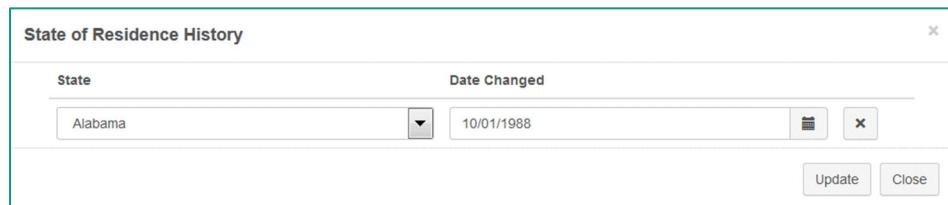
- Click the **Confirm** button to continue.
 - The values entered for your State of Residence and your Principal Place of Business will be saved on your Profile page within the application.
- If either the State of Residence or Principal Place of Business provided do not allow you to use CPE Reciprocity, a message will be displayed explaining the rule.



- Click the **OK** button to close the window and return to the Overview screen.
- If you have already provided this information on your Profile page, the current values for the State of Residence and Principal Place of Business will be displayed.



- If either the State of Residence or Principal Place of Business need to be edited, choose the [See History](#) link to add a newer value to your profile.



- Select the new value in the **State** field from the dropdown list provided.
- Choose the effective date for this state in the **Date Changed** field.
- Click the **Close** button to return to the CPE Reciprocity window without saving your changes.

- Click the **Update** button to save your changes.
- If you have already provided this information on your Profile page, the current values for the State of Residence and Principal Place of Business will be displayed.
- Choose the **Confirm** button to continue.
- The next screen will prompt you for details regarding the relevant state license in order to evaluate your courses against that state's rules.

CPE Reciprocity

Principal Place of Business License Information

Last Name

Issue Date

Expiration Date

Close **Confirm**

- The details needed can vary depending on the state being used as the basis for evaluating CPE Reciprocity.
- Once the necessary information is entered, click the **Confirm** button to continue.
 - Click the **Close** button to return to the Overview screen.
- Any necessary reporting period or course/subject area questions for the home state will be displayed next.

CPE Reciprocity

Alabama

Course/Credit Questions

Acme CPE - N/A - Test 30 - 05/15/2019
Was this a technical session of a chapter meeting of a recognized national or state accounting organization?

No
 Yes

Acme CPE - N/A - Test 28 - 01/15/2019
Was this a technical session of a chapter meeting of a recognized national or state accounting organization?

No
 Yes

Acme CPE - N/A - Test 29 - 03/15/2019
Was this a technical session of a chapter meeting of a recognized national or state accounting organization?

No
 Yes

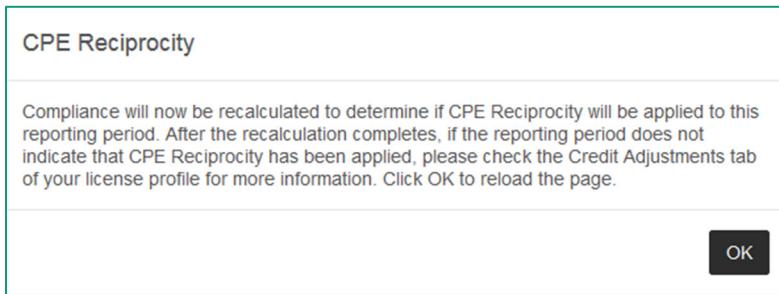
Close **Confirm**

- Provide the responses to the question, click the **Confirm** button to continue.
 - Click the **Close** button to return to the Overview screen.
- If the home state is not eligible to use for CPE Reciprocity due to the requirements of that state not meeting the other state's requirements (ex: it does not have an ethics

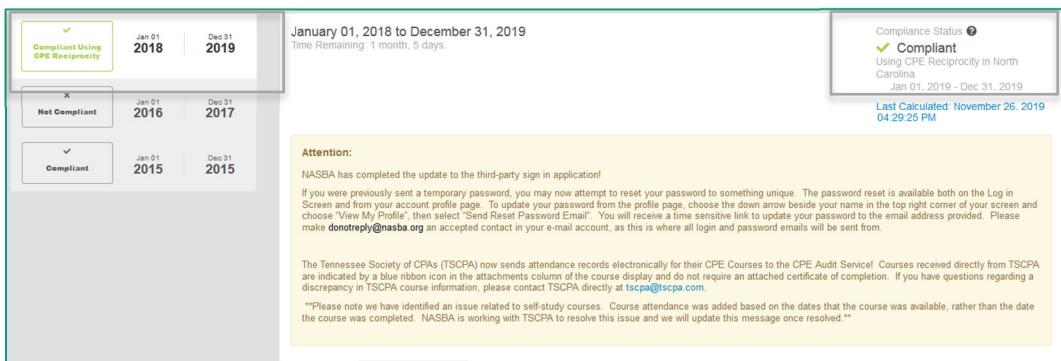
requirement), then a message is displayed explaining that CPE Reciprocity cannot be used.



- Choose the **OK** button to return to the Overview screen.
- If the process can continue, then the following message is displayed:



- If the home state is compliant for the eligible reporting period, then the compliance status for the state that is requesting CPE Reciprocity will be updated in the reporting period ribbon and for the compliance status of your state:



- The Requirements Summary will reflect the requirements for the state used as the basis for CPE Reciprocity, rather than your state's requirements.

License Information

The Tennessee Board of Accountancy allows non-resident licensees to meet the CPE requirements for their CPA license by virtue of meeting the CPE requirements for an active CPA license in their **Principal Place of Business (PPB)**. Use CPE Reciprocity

The licensee must demonstrate compliance with the CPE requirements of their PPB for the most recently completed reporting period in that state. The CPE records and documentation for the PPB will need to be entered in to the CPA account for verification of compliance for that state's reporting period.

If the licensee did not have CPE requirements in their PPB for the most recently completed reporting period, they may not use CPE Reciprocity. If the PPB does not have an ethics requirement, then the Tennessee specific ethics requirement must be met.

License Information	
License Status	ACTIVE - FULLY LICEN
License Basis Type	(NO CODE)
License Date	01/01/2015
License Type	CERTIFIED PUBLIC ACC
License Number	XTN05
License Expiration	12/31/2019

Additional Information	
Have you engaged in the attest function between 01/01/2018 & 12/31/2019?	No
Did you testify as an expert witness between 01/01/2018 and 12/31/2019?	No

- The License Information displayed is populated and updated from the information sent by the state Board to the Accounting Licensee Database (ALD).
- This information is not editable by the CPA.
 - Questions about the license information should be directed to the Board of Accountancy.
 - Contact information for the Board is listed on the [Jurisdiction Information](#) tab in the License Profile page.
- The fields listed can vary by state but will generally show:
 - License Status: The current status of the license.
 - License Basis Type: Exam or Reciprocity, if provided by the Board.
 - License Date: The date the license was issued.
 - License Type: Types can vary by Board.
 - License Number: The license number as issued by the Board.
 - License Expiration: The date the license will expire.

Reporting Period Questions

Overview Compliance Report **Missing Information 6** Notes

The Tennessee Board of Accountancy allows non-resident licensees to meet the CPE requirements for their CPA license by virtue of meeting the CPE requirements for an active CPA license in their **Principal Place of Business (PPB)**.

The licensee must demonstrate compliance with the CPE requirements of their PPB for the most recently completed reporting period in that state. The CPE records and documentation for the PPB will need to be entered in to the CPA account for verification of compliance for that state's reporting period.

If the licensee did not have CPE requirements in their PPB for the most recently completed reporting period, they may not use CPE Reciprocity. If the PPB does not have an ethics requirement, then the Tennessee specific ethics requirement must be met.

Use CPE Reciprocity

License Information	
License Status	ACTIVE - FULLY LICEN
License Basis Type	(NO CODE)
License Date	01/01/2015
License Type	CERTIFIED PUBLIC ACC
License Number	XTN05
License Expiration	12/31/2019

Additional Information	
Have you engaged in the attest function between 01/01/2018 & 12/31/2019?	No
Did you testify as an expert witness between 01/01/2018 and 12/31/2019?	No

- If a state has rules that require information to determine reporting period requirements, these questions and their current responses (if provided) are listed in the **Additional Information** section of the page.
- Choose the **Edit** button to change the question responses.

 Tennessee | License Number XTN05 ×

Reporting Period Questions: Jan 01, 2018 - Dec 31, 2019

Have you engaged in the attest function between 01/01/2018 & 12/31/2019?

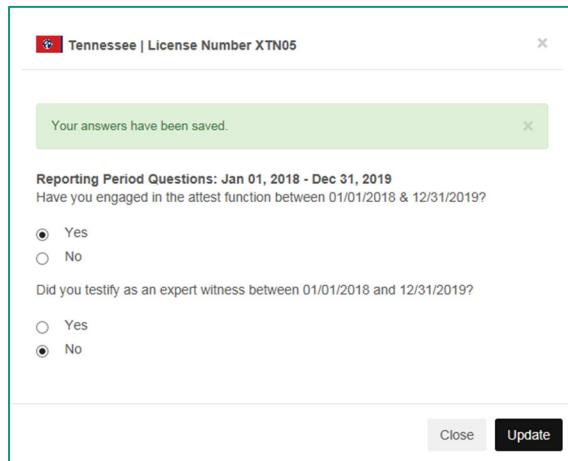
Yes
 No

Did you testify as an expert witness between 01/01/2018 and 12/31/2019?

Yes
 No

Close **Update**

- Edit the response listed.
- Choose the **Update** button to save the changes.
 - A message is displayed once the responses are saved.



- Choose the **Close** button to return to the Overview page.

Missing Information

When reporting period or course questions for a state are not answered, the compliance status for a reporting period will show as “Missing Information” until responses are provided to the questions.



- Choose the **Missing Information** tab.
 - The number of unanswered questions is displayed on the tab.
 - The questions and set of possible responses are displayed.

Reporting Period Questions: Jan 01, 2016 - Dec 31, 2017
Have you engaged in the attest function between 01/01/2016 & 12/31/2017?

No
 Yes

Did you testify as an expert witness between 01/01/2016 and 12/31/2017?

No
 Yes

Save

- Answer the questions for your license, reporting periods or courses by selecting from a dropdown menu or clicking the appropriate radio button.
- Choose the **Save** button to save the changes and recalculate your compliance.
 - A message is displayed once the responses are saved.

Your answers have been saved.

✓ Tennessee | License Number XTN05

No unanswered questions for the selected Reporting Period.

- Choose the **Cancel** button to clear any question responses.

Notes

The CPA or a Board staff member can enter in notes and attachments for a reporting period using the Notes tab.

January 01, 2018 to December 31, 2019
Time Remaining: 19 days.

Compliance Status **In Progress**
Last Calculated: December 12, 2019
02:08:19 PM

Attention:
NASBA has completed the update to the third-party sign in application!
If you were previously sent a temporary password, you may now attempt to reset your password to something unique. The password reset is available both on the Log in Screen and from your account profile page. To update your password from the profile page, choose the down arrow beside your name in the top right corner of your screen and choose "View My Profile", then select "Send Reset Password Email". You will receive a time sensitive link to update your password to the email address provided. Please make donotreply@nasba.org an accepted contact in your e-mail account, as this is where all login and password emails will be sent from.

The Tennessee Society of CPAs (TSCPA) now sends attendance records electronically for their CPE Courses to the CPE Audit Service! Courses received directly from TSCPA are indicated by a blue ribbon icon in the attachments column of the course display and do not require an attached certificate of completion. If you have questions regarding a discrepancy in TSCPA course information, please contact TSCPA directly at tscpa@tscpa.com.

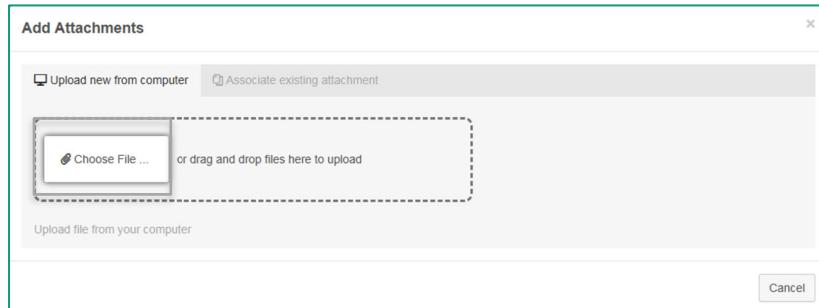
Please note we have identified an issue related to self-study courses. Course attendance was added based on the dates that the course was available, rather than the date the course was completed. NASBA is working with TSCPA to resolve this issue and we will update this message once resolved.

Overview Compliance Report Missing Information Notes

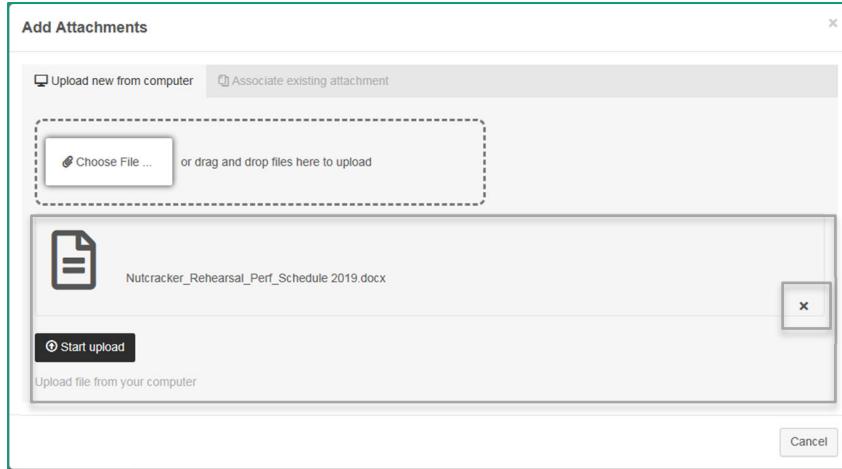
- Choose the **Notes** tab.

The screenshot shows the 'Notes' tab selected in a software interface. At the top, there are tabs for 'Overview', 'Compliance Report', 'Missing Information', and 'Notes' (with a count of 2). Below the tabs is a large empty text input box with a 'TX' icon. To the right of the input box are a paperclip icon and a 'Add Note' button. Below this is a note from 'TX' with the text 'Test Note input by the XTN05' and the timestamp 'Cpa: Tennessee Xtn05 @ Thursday, December 12, 2019 02:12:06 PM'. To the right of the note is a 'Reply' button. Below this is another note from 'TX' with the text 'Board staff input test note' and the timestamp 'Board: Nasba Admin Tn Board @ Thursday, December 12, 2019 02:14:19 PM'. To the right of this note is a 'Reply' button.

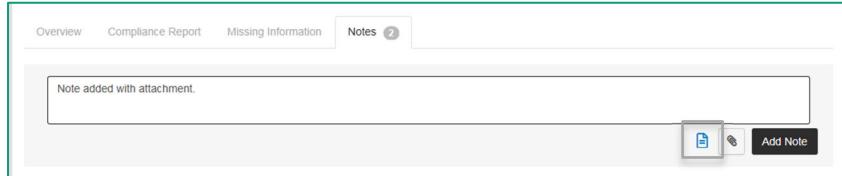
- An empty text box appears at the top of the display to enter a new note.
 - Type in the desired text in the box provided.
 - Click the paperclip icon to the left of the **Add Note** Button to associate an attachment with the Note.



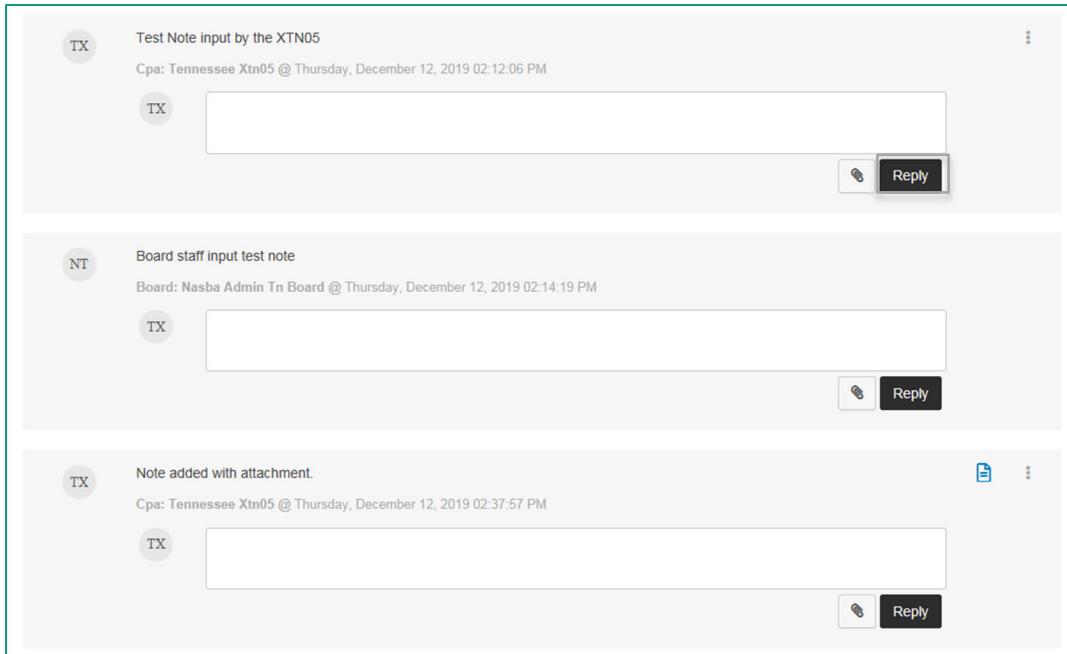
- Select the **Choose File** button to open the files explorer dialog window for the computer OR drag the desired file from its location on the computer into the Choose File box.



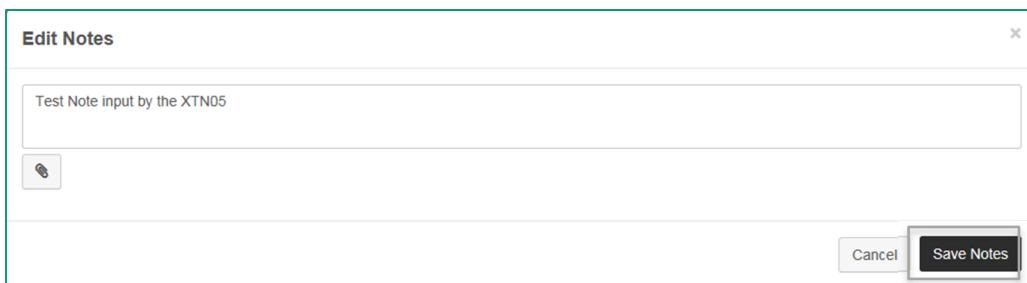
- As each attachment is selected, it will be populated below the Choose File section.
 - Choose the X icon to the right of the attachment to remove it prior to upload.
- Choose the **Start Upload** button to complete adding the attachment to the note.
 - Choose the **Cancel** button to return to the Notes page.
- The Add Attachments overlay will close, and a blue paper icon will appear to the left of the attachments icon, indicating that there is an attachment associated with the note.



- Click the **Add Note** button to save the text and attachment (if any added).
- Any existing notes are listed in ascending order based on the date/time of entry.



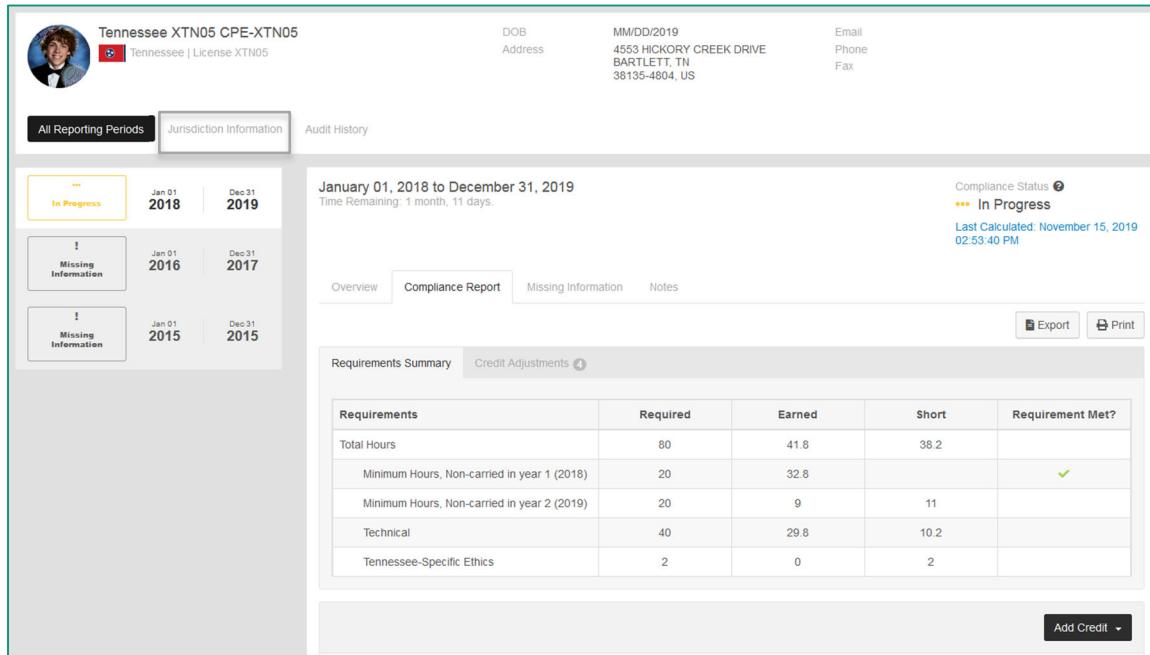
- The profile picture or initials of the note creator are listed at the top left.
- The Note text is displayed at the top and, if there are attachments, the blue paper icon is listed to the right of the note text.
- The ellipsis icon at the far right of the note text opens an Edit overlay for the notes created by you.



- Edit the note text and/or add an attachment to the note.
- Select the **Save Notes** button to retain the changes.
- Select the **Cancel** button to return to the Notes page.
- The note creator role (CPA or Board) and their first/last name are displayed below the text along with the day, date and time that the note was added.
- A reply text box is displayed below the existing note.
 - Type in the desired text in the space provided and/or add an attachment.
 - Choose the **Reply** button to save the response to the note.
- Email notifications are sent to the Board staff and to the CPA when notes are added in a reporting period.

Jurisdiction Information

The Jurisdiction Information tab contains contact information for the Board as well as a summary of the Board's CPE rules.

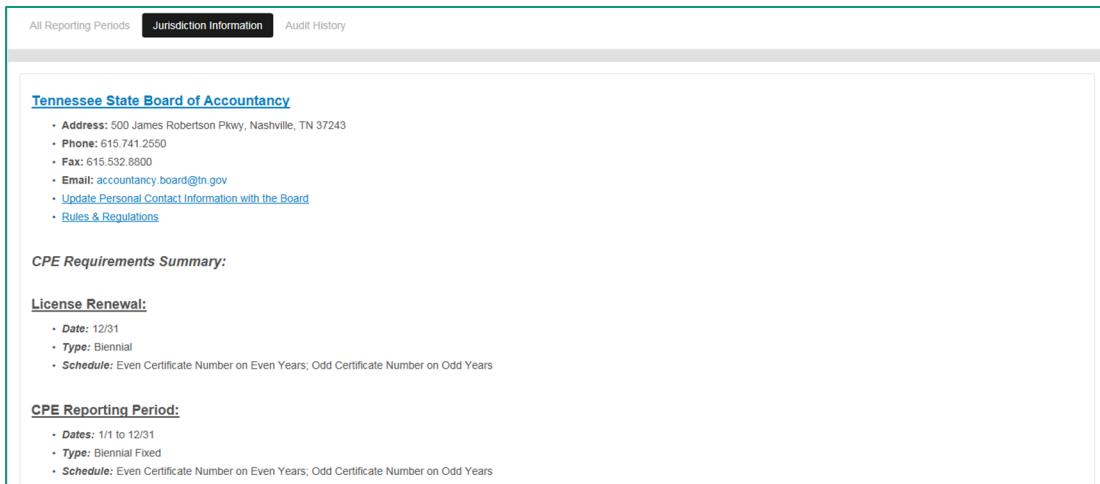


The screenshot shows the 'Jurisdiction Information' tab. At the top, there is a profile picture of a person, the text 'Tennessee XTN05 CPE-XTN05', and the Tennessee state flag. Below this, there are three reporting period boxes: 'In Progress' (Jan 01 2018 - Dec 31 2019), 'Missing Information' (Jan 01 2016 - Dec 31 2017), and 'Missing Information' (Jan 01 2015 - Dec 31 2015). The 'In Progress' box is highlighted. To the right, contact information is listed: DOB, Address, MM/DD/2019, 4553 HICKORY CREEK DRIVE, BARTLETT, TN 38135-4804, US; Email, Phone, Fax. Below the reporting periods, a message says 'January 01, 2018 to December 31, 2019' and 'Time Remaining: 1 month, 11 days.' To the right, 'Compliance Status' is shown as 'In Progress'. At the bottom, there is a 'Requirements Summary' table:

Requirements	Required	Earned	Short	Requirement Met?
Total Hours	80	41.8	38.2	✓
Minimum Hours, Non-carried in year 1 (2018)	20	32.8		
Minimum Hours, Non-carried in year 2 (2019)	20	9	11	
Technical	40	29.8	10.2	
Tennessee-Specific Ethics	2	0	2	

Buttons for 'Add Credit' and 'Print' are at the bottom right.

- Choose the Jurisdiction Information tab.



The screenshot shows the 'Jurisdiction Information' tab. At the top, there is a profile picture of a person, the text 'Tennessee State Board of Accountancy', and the Tennessee state flag. Below this, there is contact information: Address (500 James Robertson Pkwy, Nashville, TN 37243), Phone (615.741.2550), Fax (615.532.8800), Email (accountancy.board@tn.gov), and links to 'Update Personal Contact Information with the Board' and 'Rules & Regulations'. Below this, there is a 'CPE Requirements Summary' section. At the bottom, there are sections for 'License Renewal' and 'CPE Reporting Period'.

- The board name in blue is a hyperlink to the website for that Board of Accountancy.
- The board contact information is listed below the Board name (address, phone, fax and e-mail).
- A link to the page to update the CPA name and address information is listed below the contact information.
- A link to the rules and regulations for the Board are listed.

- A CPE Requirements Summary for the Board is listed after the Board contact information to include:
 - License Renewal Period
 - CPE Reporting Period
 - Initial Period Requirements
 - Renewal Period Requirements
 - Program Type Limitations
 - Delivery Method Limitations
 - Subject Area Limitations
 - Provider Approval
 - Credit Calculation
 - CPE Reciprocity
 - Carry Credits
 - Special Conditions

Audit History

The Audit History tab displays the reporting period's movement through the audit process, if the reporting period was selected for audit.

Requirements	Required	Earned	Short	Requirement Met?
Total Hours	80	41.8	38.2	✓
Minimum Hours, Non-carried in year 1 (2018)	20	32.8		✓
Minimum Hours, Non-carried in year 2 (2019)	20	9	11	
Technical	40	29.8	10.2	
Tennessee-Specific Ethics	2	0	2	

- Choose the Audit History tab.
- If the reporting period is not/was never selected for audit the display is:

Tennessee XTN05 CPE-XTN05

Tennessee | License XTN05

DOB: MM/DD/2019
Address: 4553 HICKORY CREEK DRIVE
BARTLETT, TN 38135-4804, US

Email: Phone: Fax:

All Reporting Periods | Jurisdiction Information | **Audit History**

You haven't been audited in 2019.

- If the reporting period is/was selected for audit, the display is:

Year: 2019

Jan 01, 2016 - Dec 31, 2018 reporting period has been selected for auditing.
Montana | License PAC-CPAP-LIC-5881

Submitted on Jul 29, 2019.
[Submitted Compliance Report](#)

Rejected on Aug 22, 2019.
[Submitted Compliance Report](#)

In Progress on Sep 17, 2019.
[Audit Report Result](#)

Failed on Sep 17, 2019.
[Audit Report Result](#)

Jul 01, 2011 - Dec 31, 2014 reporting period has been selected for auditing.
Montana | License PAC-CPAP-LIC-5881

Passed on Apr 22, 2019.
[Audit Report Result](#)

- The history is organized by the year the audit was completed by the Board.
 - The Year: YYYY of the audit is listed at the top of the display.
- The state logo and the reporting period start and end date are listed first.
- The current/final audit status for the reporting period is listed to the right.
- The audit status and the date of the status are listed for each step in the audit process:
 - The possible statuses include:
 - Submitted: Indicates that the compliance report was submitted to the Board.
 - Overdue: Indicates that the submission deadline is passed
 - In Progress: Indicates that the Board is reviewing the submitted report.
 - Rejected: Indicates that the Board needs more information and a resubmission of the report.
 - Under Review: Indicates that the Board is reviewing the submitted report.
 - Passed: Indicates that the Board has completed its audit and the results were satisfactory.
 - Failed: Indicates that the Board has completed its audit and the results are not satisfactory.
- The reporting period audit status as it moved through the process is listed along with the date the status was changed in the application

- The Submitted status will have a blue link to a .pdf of the compliance report as the CPA submitted it to the Board.
- The Passed or Failed status will have a blue link to a .pdf of the final audit report.

Submitted Compliance Report

Once you have submitted a compliance report for audit for a reporting period, the submitted report is available for review.

- Choose the **Audit Report Result** link to access the report from the Audit Notifications box or the Audit History page and generate a .pdf file of the report.

Compliance Report - Missouri - 2008009038 - 20191227

Jurisdiction	CPE-ID	Full Name	License Number	DOB	Address		Email	Phone	Fax		
Missouri	CPE-12627	SHERRY R. MICHAU	2008009038	MM/DD/1975	1502 LONDON ROAD, SUITE 200, DULUTH, MN 55812						
Reporting Period Start Date		Reporting Period End Date		Compliance Status			CPE Reciprocity Jurisdiction				
1/1/2016		12/31/2018		Compliant							
Requirement		Required Hours		Earned Hours		Short Hours		Requirement Met			
Total Hours		120		138.8		Yes					
Ethics		6		19.5		Yes					
Minimum Hours in year 1 (2016)		20		40		Yes					
Ethics in year 1 (2016)				7.5		Yes					
Minimum Hours in year 2 (2017)		20		42		Yes					
Ethics in year 2 (2017)				8		Yes					
Minimum Hours in year 3 (2018)		20		56.8		Yes					
Ethics in year 3 (2018)				4		Yes					
Credit End Date	Course Title	Provider	Program Type	Delivery Method	Subject Area	Reported Credits	Denied Credits	Has Attachments	Potential Duplicate		
12/14/2018	December A&A Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Auditing	2	0	Yes	No		
12/14/2018	December A&A Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Auditing (Governmental)	1	0	Yes	No		
12/12/2018	Tax Issue Awareness - Real Estate: Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Taxes	2	0	Yes	No		
12/7/2018	Opportunity Funds - Defer, Reduce & Avoid Income Tax!	Wipfli LLP	In-Firm Programs	Group Internet-Based	Taxes	1	0	Yes	No		
11/29/2018	Business LEAN Process Improvement Roll Out Training	Wipfli LLP	In-Firm Programs	Group Live	Taxes	4.2	0	Yes	No		

- The first section of the report shows the licensee information.
 - Jurisdiction name
 - CPE-ID for the licensee
 - Licensee Name
 - License Number
 - Licensee Date of Birth
 - Licensee Address
 - Licensee Email

- Licensee Phone Number
 - Licensee Fax Number
- The second section of the report shows the reporting period information.
 - Reporting Period Start Date
 - Reporting Period End Date
 - Compliance Status
 - CPE Reciprocity Jurisdiction (if applicable)

Compliance Report - Missouri - 2008009038 - 20191227

Jurisdiction	CPE-ID	Full Name	License Number	DOB	Address	Email	Phone	Fax
Missouri	CPE-12627	SHERRY R. MICHAU	2008009038	MWDD/1975	1502 LONDON ROAD, SUITE 200, DULUTH, MN 55812			
Reporting Period Start Date			Reporting Period End Date		Compliance Status	CPE Reciprocity Jurisdiction		
1/1/2016			12/31/2018		Compliant			
Requirement	Required Hours	Earned Hours	Short Hours	Requirement Met				
Total Hours	120	138.8		Yes				
Ethics	6	19.5		Yes				
Minimum Hours in year 1 (2016)	20	40		Yes				
Ethics in year 1 (2016)		7.5		Yes				
Minimum Hours in year 2 (2017)	20	42		Yes				
Ethics in year 2 (2017)		8		Yes				
Minimum Hours in year 3 (2018)	20	56.8		Yes				
Ethics in year 3 (2018)		4		Yes				

- The Requirements Summary section of the report shows:
 - The state's CPE requirement names are listed in the **Requirements** column.
 - The number of CPE hours required for each requirement type are displayed in the **Required** column.
 - The number of CPE hours earned for each requirement type, based on the state's CPE rules and the coursework entered by the CPA, is displayed in the **Earned** column.
 - The number of CPE hours lacking based on the hours required less the hours earned is displayed in the **Short** column.
 - If the number of hours earned meets or exceeds the number of hours required for a requirement type, then a green check mark will appear in the **Requirement Met?** column.

Compliance Report - Missouri - 2008009038 - 20191227

Jurisdiction	CPE-ID	Full Name	License Number	DOB	Address	Email	Phone	Fax																																																												
Missouri	CPE-12627	SHERRY R. MICHAU	2008009038	MWDD/1975	1502 LONDON ROAD, SUITE 200, DULUTH, MN 55812																																																															
Reporting Period Start Date		Reporting Period End Date			Compliance Status	CPE Reciprocity Jurisdiction																																																														
1/1/2016		12/31/2018			Compliant																																																															
Requirement		Required Hours		Earned Hours		Short Hours	Requirement Met																																																													
Total Hours		120		138.8			Yes																																																													
Ethics		6		19.5			Yes																																																													
Minimum Hours in year 1 (2016)		20		40			Yes																																																													
Ethics in year 1 (2016)				7.5			Yes																																																													
Minimum Hours in year 2 (2017)		20		42			Yes																																																													
Ethics in year 2 (2017)				8			Yes																																																													
Minimum Hours in year 3 (2018)		20		56.8			Yes																																																													
Ethics in year 3 (2018)				4			Yes																																																													
<table border="1"> <thead> <tr> <th>Credit End Date</th> <th>Course Title</th> <th>Provider</th> <th>Program Type</th> <th>Delivery Method</th> <th>Subject Area</th> <th>Reported Credits</th> <th>Denied Credits</th> <th>Has Attachments</th> <th>Potential Duplicate</th> </tr> </thead> <tbody> <tr> <td>12/14/2018</td> <td>December A&A Webinar</td> <td>Wipfli LLP</td> <td>In-Firm Programs</td> <td>Group Internet-Based</td> <td>Auditing</td> <td>2</td> <td>0</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>12/14/2018</td> <td>December A&A Webinar</td> <td>Wipfli LLP</td> <td>In-Firm Programs</td> <td>Group Internet-Based</td> <td>Auditing (Governmental)</td> <td>1</td> <td>0</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>12/12/2018</td> <td>Tax Issue Awareness - Real Estate: Webinar</td> <td>Wipfli LLP</td> <td>In-Firm Programs</td> <td>Group Internet-Based</td> <td>Taxes</td> <td>2</td> <td>0</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>12/7/2018</td> <td>Opportunity Funds - Defer, Reduce & Avoid Income Tax!</td> <td>Wipfli LLP</td> <td>In-Firm Programs</td> <td>Group Internet-Based</td> <td>Taxes</td> <td>1</td> <td>0</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>11/29/2018</td> <td>Business LEAN Process Improvement Roll Out Training</td> <td>Wipfli LLP</td> <td>In-Firm Programs</td> <td>Group Live</td> <td>Taxes</td> <td>4.2</td> <td>0</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table>									Credit End Date	Course Title	Provider	Program Type	Delivery Method	Subject Area	Reported Credits	Denied Credits	Has Attachments	Potential Duplicate	12/14/2018	December A&A Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Auditing	2	0	Yes	No	12/14/2018	December A&A Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Auditing (Governmental)	1	0	Yes	No	12/12/2018	Tax Issue Awareness - Real Estate: Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Taxes	2	0	Yes	No	12/7/2018	Opportunity Funds - Defer, Reduce & Avoid Income Tax!	Wipfli LLP	In-Firm Programs	Group Internet-Based	Taxes	1	0	Yes	No	11/29/2018	Business LEAN Process Improvement Roll Out Training	Wipfli LLP	In-Firm Programs	Group Live	Taxes	4.2	0	Yes	No
Credit End Date	Course Title	Provider	Program Type	Delivery Method	Subject Area	Reported Credits	Denied Credits	Has Attachments	Potential Duplicate																																																											
12/14/2018	December A&A Webinar	Wipfli LLP	In-Firm Programs	Group Internet-Based	Auditing	2	0	Yes	No																																																											
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- The bottom of the report lists each course, its details, any denied credits, an indicator of attachments and whether the course is potentially a duplicate credit (matches another course listed).

Audit Report Result

Once the Board has completed an audit for a reporting period, the final audit report is available for review.

- Choose the **Audit Report Result** link to access the report from the Audit Notifications box or the Audit History page and generate a .pdf file of the report.

Audit Report - CPE-152AD - 20181231 - Tennessee

Jurisdiction	CPE-ID	Full Name	License Number	Reporting Period Start Date	Reporting Period End Date	Compliance Status	CPE Reciprocity Jurisdiction	Audit Status	Log				
Tennessee	CPE-152AD	KEVIN D. HUME	14346	20170101	20181231	Compliant		Passed					
Requirement				Required Hours		Earned Hours		Short Hours					
Total Hours				112		112							
Minimum Hours, Non-carried in year 1 (2017)				20		26							
Minimum Hours, Non-carried in year 2 (2018)				20		86							
Technical				40		103.5							
Accounting & Auditing				20		28							
Tennessee-Specific Ethics				2		2							
Credit Audit Status				Total Courses									
Passed				27									
Not Audited				0									
Under Review				0									
Failed				0									
In Progress				0									
Credit End Date	Course Title	Provider	Program Type	Delivery Method	Audit Status	Subject Area	Reported Credits	Denied Credits	Has Attachments	Potential Duplicate			
20181231	Responding to the Most Common IRS Notices	Canopy Tax	Self-Study	QAS Self Study	Passed	Taxes	1		Yes	Yes			
20181231	FBAR Basics and Form 8938	Canopy Tax	Self-Study	QAS Self Study	Passed	Taxes	1		Yes	Yes			
20181231	2019 Penalty hours for 2017-2018 audit	Sequoia CPE	Self-Study	QAS Self Study	Passed	Accounting	28		Yes	Yes			
20181231	2019 Penalty hours for 2017-2018 audit	Sequoia CPE	Self-Study	QAS Self Study	Passed	Business Law	2		Yes	Yes			
20181231	2019 Penalty hours for 2017-2018 audit	Sequoia CPE	Self-Study	QAS Self Study	Passed	Taxes	45		Yes	Yes			
20181231	QAS Self Study	QAS Self Study	QAS Self Study	QAS Self Study	Passed	Taxes	1		Yes	Yes			

- The first section of the report shows the reporting period and licensee information.
 - Jurisdiction name
 - CPE-ID for the licensee
 - Licensee Name
 - License Number
 - Reporting Period Start Date
 - Reporting Period End Date
 - Compliance Status
 - CPE Reciprocity Jurisdiction (if applicable)
 - Audit Status

Audit Report - CPE-152AD - 20181231 - Tennessee

Jurisdiction	CPE-ID	Full Name	License Number	Reporting Period Start Date	Reporting Period End Date	Compliance Status	CPE Reciprocity Jurisdiction	Audit Status	Log
Tennessee	CPE-152AD	KEVIN D. HUME	14346	20170101	20181231	Compliant		Passed	
Requirement				Required Hours	Earned Hours	Short Hours			
Total Hours				112	112				
Minimum Hours, Non-carried in year 1 (2017)				20	26				
Minimum Hours, Non-carried in year 2 (2018)				20	86				
Technical				40	103.5				
Accounting & Auditing				20	28				
Tennessee-Specific Ethics				2	2				

- The state's CPE requirement names are listed in the **Requirements** column.
- The number of CPE hours required for each requirement type are displayed in the **Required** column.
- The number of CPE hours earned for each requirement type, based on the state's CPE rules and the coursework entered by the CPA, is displayed in the **Earned** column.
- The number of CPE hours lacking based on the hours required less the hours earned is displayed in the **Short** column.

Audit Report - CPE-152AD - 20181231 - Tennessee

Jurisdiction	CPE-ID	Full Name	License Number	Reporting Period Start Date	Reporting Period End Date	Compliance Status	CPE Reciprocity Jurisdiction	Audit Status	Log
Tennessee	CPE-152AD	KEVIN D. HUME	14346	20170101	20181231	Compliant		Passed	
Requirement				Required Hours	Earned Hours	Short Hours			
Total Hours				112	112				
Minimum Hours, Non-carried in year 1 (2017)				20	26				
Minimum Hours, Non-carried in year 2 (2018)				20	86				
Technical				40	103.5				
Accounting & Auditing				20	28				
Tennessee-Specific Ethics				2	2				
Credit Audit Status					Total Courses				
Passed					27				
Not Audited					0				
Under Review					0				
Failed					0				
In Progress					0				

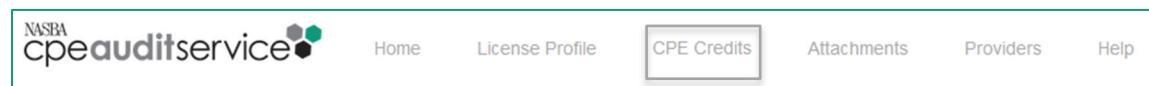
- The Credit Audit Status section provides a summary of the number of individual courses in each possible audit status, as marked by the Board staff.

Credit Audit Status		Total Courses									
Passed		27									
Not Audited		0									
Under Review		0									
Failed		0									
In Progress		0									
Credit End Date	Course Title	Provider	Program Type	Delivery Method	Audit Status	Subject Area	Reported Credits	Denied Credits	Has Attachments	Potential Duplicate	
20181231	Responding to the Most Common IRS Notices	Canopy Tax	Self-Study	QAS Self Study	Passed	Taxes	1		Yes	Yes	
20181231	FBAR Basics and Form 8938	Canopy Tax	Self-Study	QAS Self Study	Passed	Taxes	1		Yes	Yes	
20181231	2019 Penalty hours for 2017-2018 audit	Sequoia CPE	Self-Study	QAS Self Study	Passed	Accounting	28		Yes	Yes	
20181231	2019 Penalty hours for 2017-2018 audit	Sequoia CPE	Self-Study	QAS Self Study	Passed	Business Law	2		Yes	Yes	
20181231	2019 Penalty hours for 2017-2018 audit	Sequoia CPE	Self-Study	QAS Self Study	Passed	Taxes	45		Yes	Yes	
				QAS Self	Passed						

- The bottom of the report lists each course, its details and its Audit Status as marked by the Board staff along with any credits denied, an indicator of attachments and whether the course is potentially a duplicate credit (matches another course listed).

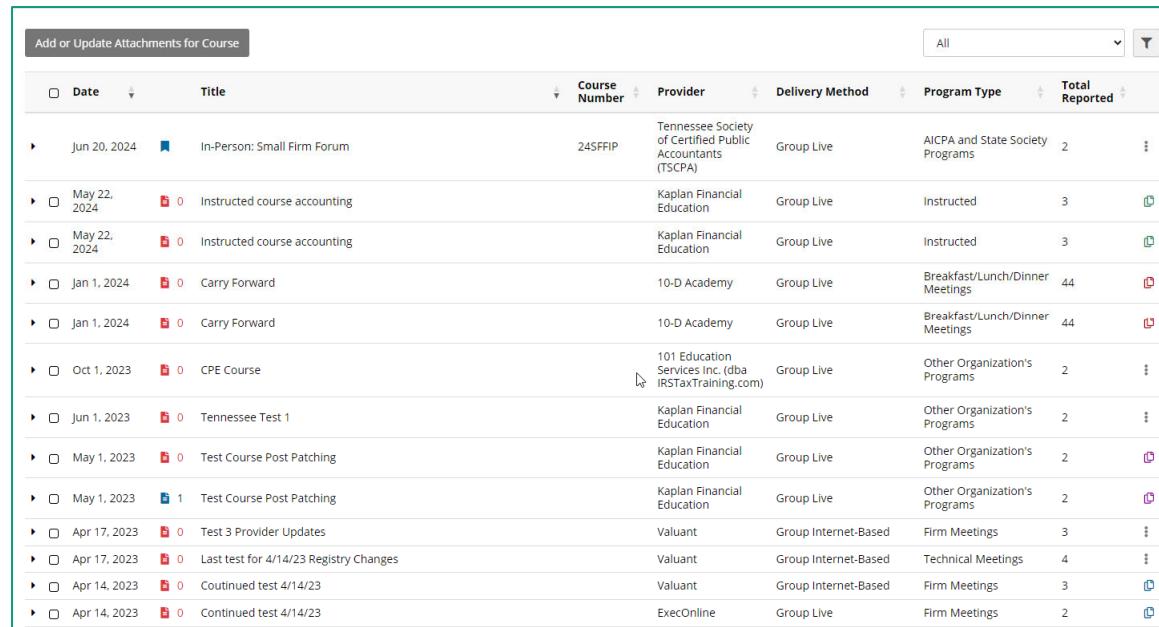
CPE Credits

A transcript of all courses entered or fed to your account is found by selecting the CPE Credits menu from the top of the screen. From this screen, you can add new credits or edit existing credits.

A screenshot of the NASBA cpeauditservice website. The header includes the NASBA logo and the cpeauditservice logo. The menu bar has links for Home, License Profile, CPE Credits (which is highlighted with a red box), Attachments, Providers, and Help. The CPE Credits link is located in the middle of the menu bar.

- Navigate to the CPE Credits page.
 - Choose the “CPE Credits” menu from the header row of any page.

CPE Credits Grid

A screenshot of the CPE Credits Grid. The grid displays a list of courses with the following columns: Date, Title, Course Number, Provider, Delivery Method, Program Type, and Total Reported. The courses listed are: Jun 20, 2024, In-Person: Small Firm Forum (245FFIP, Tennessee Society of Certified Public Accountants (TSCPA), Group Live, AICPA and State Society Programs, 2); May 22, 2024, Instructed course accounting (Kaplan Financial Education, Group Live, Instructed, 3); May 22, 2024, Instructed course accounting (Kaplan Financial Education, Group Live, Instructed, 3); Jan 1, 2024, Carry Forward (10-D Academy, Group Live, Breakfast/Lunch/Dinner Meetings, 44); Jan 1, 2024, Carry Forward (10-D Academy, Group Live, Breakfast/Lunch/Dinner Meetings, 44); Oct 1, 2023, CPE Course (101 Education Services Inc. (dba IRS Tax Training.com), Group Live, Other Organization's Programs, 2); Jun 1, 2023, Tennessee Test 1 (Kaplan Financial Education, Group Live, Other Organization's Programs, 2); May 1, 2023, Test Course Post Patching (Kaplan Financial Education, Group Live, Other Organization's Programs, 2); May 1, 2023, Test Course Post Patching (Kaplan Financial Education, Group Live, Other Organization's Programs, 2); Apr 17, 2023, Test 3 Provider Updates (Valuант, Group Internet-Based, Firm Meetings, 3); Apr 17, 2023, Last test for 4/14/23 Registry Changes (Valuант, Group Internet-Based, Technical Meetings, 4); Apr 14, 2023, Continued test 4/14/23 (Valuант, Group Internet-Based, Firm Meetings, 3); Apr 14, 2023, Continued test 4/14/23 (ExecOnline, Group Live, Firm Meetings, 2).

- Courses are displayed in descending date order (newest to oldest) by default.

Search

- The default view is All which displays all courses in the CPA transcript, regardless of dates.
- Courses can be filtered by dates using the dropdown menu located below the Add Credit button.

A screenshot of a software interface for listing courses. At the top, there is a dropdown menu with the following options: 'All' (selected), 'All', '2020', and 'Society Programs'. To the right of the dropdown is a filter icon. Below the dropdown, there is a section titled 'Date Range' with a value '1'. At the bottom of the interface, a message reads 'Showing 1 to 1 of 1 entries'.

- Choose the yearly option(s) to display only the courses whose end date falls within the specified calendar year.
- Choose the **Date Range** option to select a specific set of dates. Only courses whose end date falls in the range will be displayed.
- Choose the Filter icon  to display advanced filters for the listing of courses.

A screenshot of a 'Filter By' interface. It includes fields for 'Program Type', 'Subject Area', 'Provider', 'Delivery Method', 'Course Number', and 'Course Title'. Each field has an associated input box. In the top right corner, there is a 'Clear All' link.

- Clicking in any of the filter options shows a display of the possible values contained within the set of courses.

A screenshot of a 'Filter By' interface for 'Program Type'. It shows a dropdown menu with the following options: 'CPE Technical Reviewer', 'Firm Meetings' (selected), 'In-Firm Programs', 'Other Organization's Programs', 'Self-Study', and 'Technical Meetings'. The 'Firm Meetings' option is highlighted with a blue background.

- The data filters include Program Type, Subject Area, Provider, Delivery Method, Course Number and Course Title.
- Multiple filters can be used together by choosing values in more than one filter field.
- Multiple values can be selected for each filter by clicking in the field to see the possible values and selecting until all the desired values are chosen.
- Choose the [Clear All](#) link to remove all filters.

Filter By

Program Type

Subject Area

Provider

Delivery Method

 Interactive Self Study
 Non-interactive Self Study

Course Number

Course Title

Export
Print
Add Credit

Add or Update Attachments for Course

Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Reported	
Jan 3, 2020	3 Accounting Update 2020	1031 Advanced Seminar	Group Live	AICPA and State Society Programs	2	⋮	
Feb 20, 2019	An Overview and Update of the Uniform Guidance	18OL170-18	Tennessee Society of Certified Public Accountants (TSCPA)	Non-interactive Self Study	Self-Study	2	⋮
Jan 16, 2017	0 Accounting Update 2020	Tennessee Society of Certified Public Accountants (TSCPA)	Group Live	AICPA and State Society Programs	1	⋮	
Jan 16, 2017	0 Accounting Update 2020	Tennessee Society of Certified Public Accountants (TSCPA)	Group Live	AICPA and State Society Programs	1	⋮	

Previous
1
Next

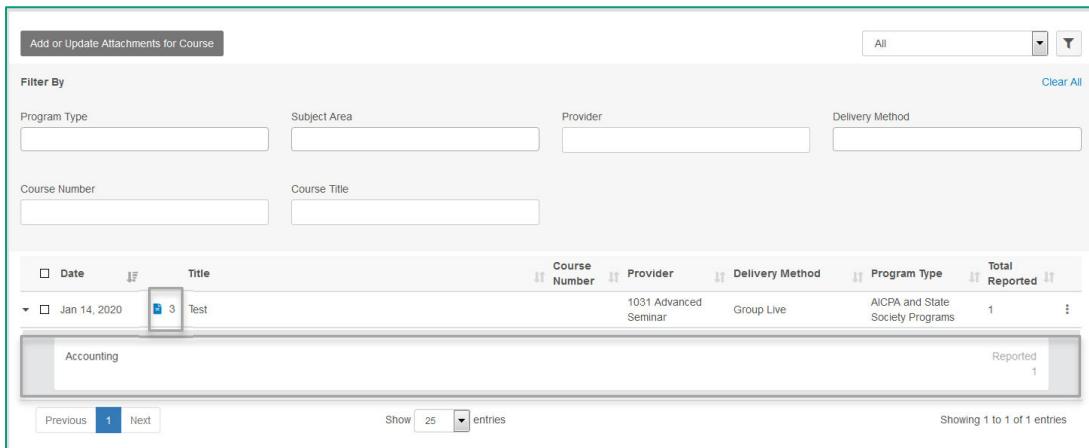
Show 25
entries
Showing 1 to 4 of 4 entries

- Each column heading has an ascending/descending sort icon next to it. Click on the arrows icon to sort in ascending or descending order.
- Each row of the grid contains the details for an individual course:

COLUMN TITLE	DETAILS
Expander Icon	Each row within the grid can be expanded to show the Subject Area(s) and credit for the course. Choose the icon to view the subject areas for the course.
Checkbox	Click in this box in order to add or update an attachment.
Date	The end date entered for the course
Attachment	<p>A red paper icon with "0" to its right indicates that there are no attachments for the course.</p> <p>A blue paper icon with a number above 0 to its right indicates that there is at least one attachment for the course with the number indicating how many attachments are associated with the course.</p> <p>A blue-ribbon icon indicates that the course was fed into your account directly from the provider.</p>
Title	The title entered for the course or the course name.
Course Number	The unique identifier for the course, if entered.

Provider	The CPE sponsor entered for the course.
Delivery Method	The delivery method selected for the course.
Program Type	The program type selected for the course.
Total Reported	The number of CPE credits entered for the course.
Ellipsis	<p>This symbol  at the end of the course row can be selected to reveal additional actions that can be taken on the course.</p> <p>Edit – returns to the Add Credit screen for the course for you to make and save updates to the course details or question responses. Link to Edit section</p> <p>View – allows you to view all the details entered for the course. Link to View</p> <p>Delete – allows you to remove the course from the CPE Credits transcript and any compliance calculation. Link to Delete</p>

- When the expander icon is used, the subject area(s) for the course and the credit for each are displayed:



The screenshot shows a user interface for managing course attachments. At the top, there is a button labeled 'Add or Update Attachments for Course' and a dropdown menu set to 'All'. Below this is a 'Filter By' section with fields for 'Program Type', 'Subject Area', 'Provider', and 'Delivery Method'. Further down are fields for 'Course Number' and 'Course Title'. A table lists courses with columns for 'Date', 'Title', 'Course Number', 'Provider', 'Delivery Method', 'Program Type', 'Total Reported', and 'Actions'. One row is expanded, showing 'Jan 14, 2020' for Date, 'Test' for Title, '1031 Advanced Seminar' for Course Number, 'Group Live' for Provider, 'AICPA and State Society Programs' for Delivery Method, '1' for Program Type, and '1' for Total Reported. The expanded row also shows 'Accounting' in the Subject Area and 'Reported 1' in the Actions column. At the bottom, there are navigation buttons for 'Previous' and 'Next', a 'Show' dropdown set to '25', and a message indicating 'Showing 1 to 1 of 1 entries'.

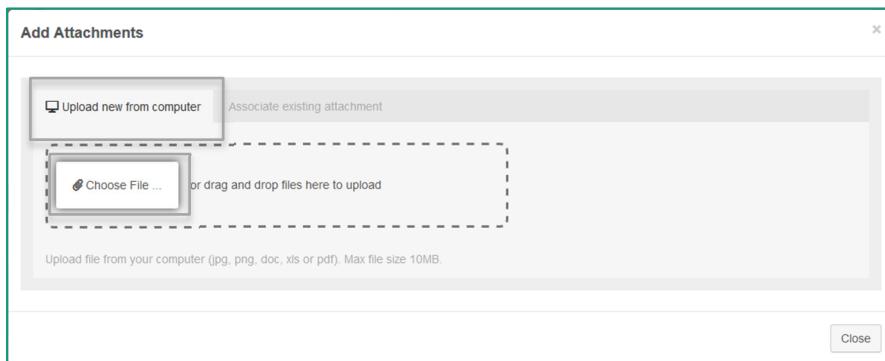
- The subject area name is displayed first.
- The Reported amount is the number of credits for the subject area as entered by the CPA.
- When there are attachments on the course, choosing the attachment icons will open each attachment in a separate browser tab.

Add or Update Attachments for Course

Course attachments can be added during [manual credit entry](#) or after a course is saved from the CPE Credits page.

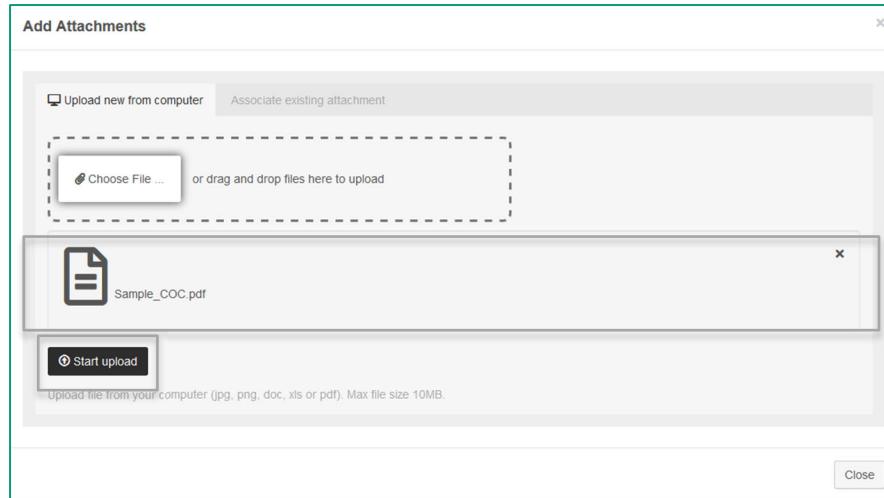
Add or Update Attachments for Course (1)						
	Date	Title	Course Number	Provider	Delivery Method	Program Type
▶	<input checked="" type="checkbox"/> Feb 1, 2020	0 2020 Tennessee Ethics		Tennessee Society of Certified Public Accountants (TSCPA)	QAS Self Study	Self-Study
▶	<input type="checkbox"/> Feb 1, 2020	0 2020 Tennessee Ethics		Tennessee Society of Certified Public Accountants (TSCPA)	QAS Self Study	Self-Study
▶	<input type="checkbox"/> Jan 14, 2020	3 Test	1031 Advanced Seminar	Group Live	AICPA and State Society Programs	1

- Select the checkbox next to the course or courses desired to begin adding an attachment to the course(s).
- The courses selected will be highlighted in blue.
- The **Add or Update Attachments for Course** button will change from grey to black, with the number of courses selected indicated in its title.
- Choose the **Add or Update Attachments for Course** button.
 - The Add Attachments overlay is displayed and defaulted to the “Upload New from computer” tab.

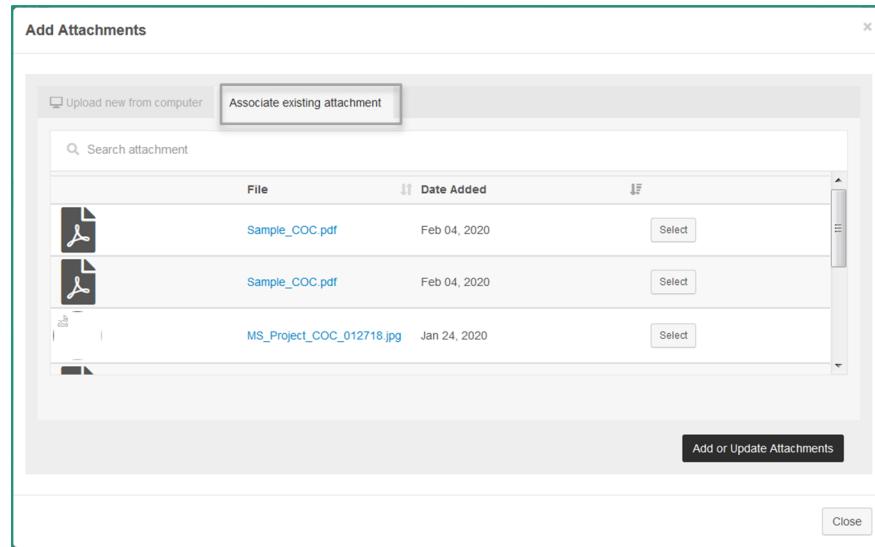


If the file has not been uploaded in your account previously:

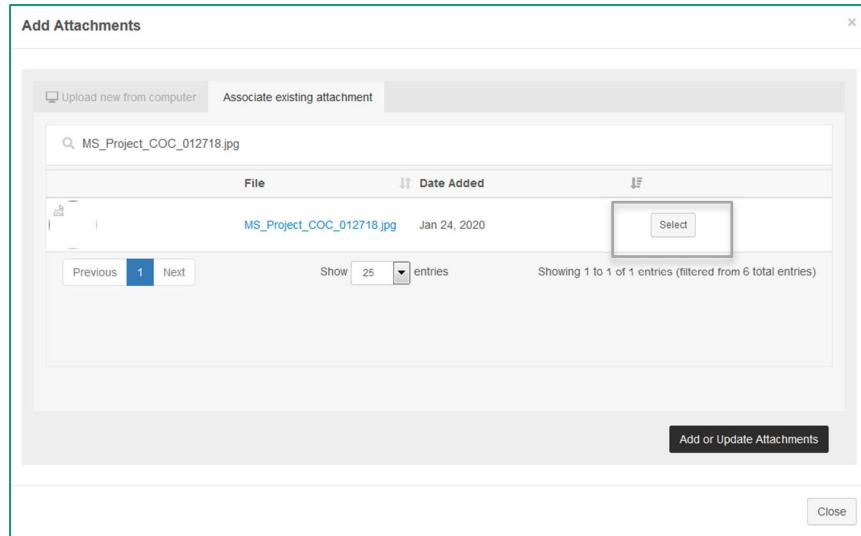
- Click the **Choose File** button to open your local computer drives.
- Choose the file desired or drag the file from your folder to the Choose file section of the overlay.
 - The file can be of several file types: .jpg, .png, .doc, .xls or .pdf
 - The file size cannot be larger than 10MB.



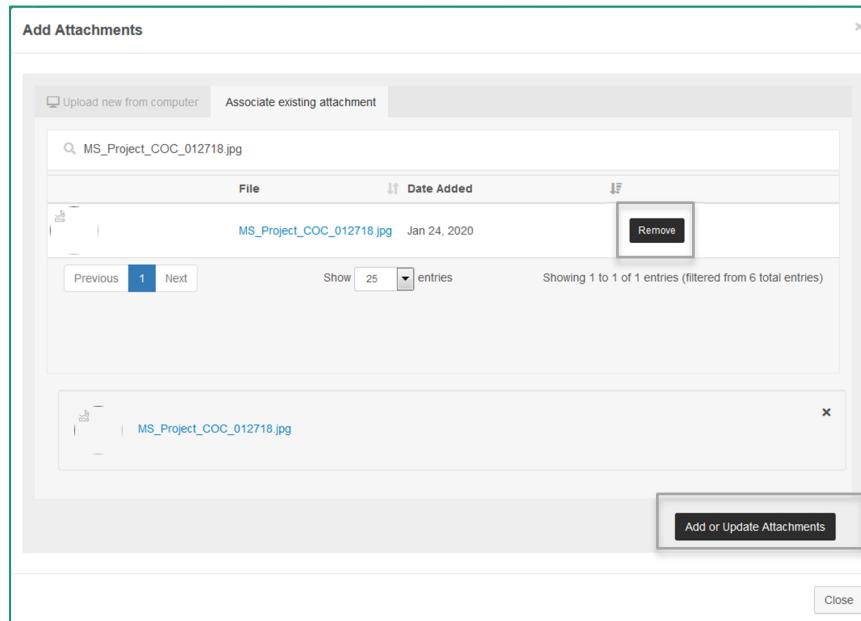
- The file will be populated below the Choose file section.
 - Click the **Start upload** button to process the picture.
 - Click the X to the right of the file to remove it from the screen and select another picture.
- Once the upload is started, a “processing” message will display briefly.
- The CPE Credits grid will be refreshed and the attachments counter on your file will be increased by the number of attachments added.
- If the file has been previously uploaded to your account
- Choose the “Associate existing attachment” tab.



- All previously uploaded files are displayed.
- Type the desired filename in the “Search attachment” field.
- Search results will be displayed in the grid below the search field.



- Choose the **Select** button next to the desired attachment.
- Once the upload is started, a “processing” message will display briefly.
- The CPE Credits grid will be refreshed and the attachments counter on your file will be increased by the number of attachments added.



- The attachment will be listed below the search results.
- The button next to the selected attachment will change from **Select** to **Remove**.
- Choose the **Add or Update Attachments** button to associate the attachment with the course previously selected.
- Once the upload is started, a “processing” message will display briefly.

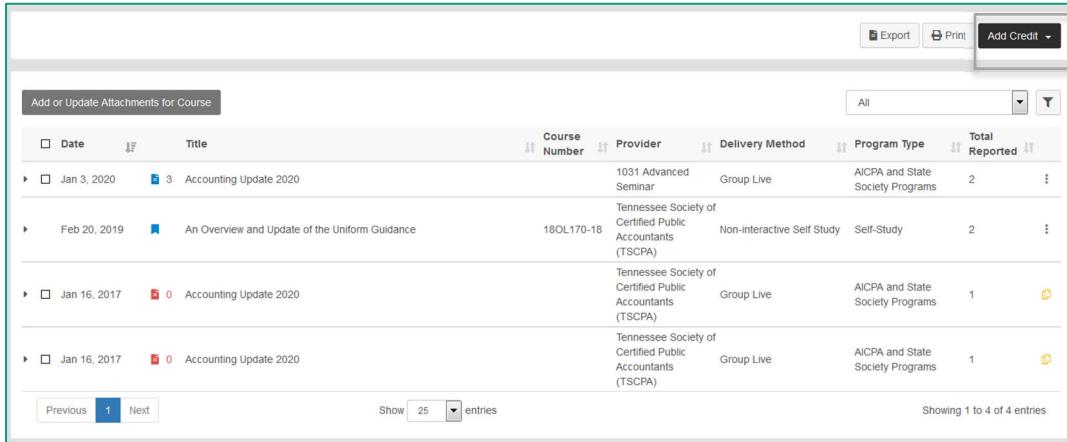
- The CPE Credits grid will be refreshed and the attachments counter on your file will be increased by the number of attachments added.
- A green success message will be displayed at the top of the CPE Credits grid.

Add Credits

CPE courses can be added individually or via uploading a .csv file from a specified template – this is available from the CPE Credits page, as well as the Compliance Report.

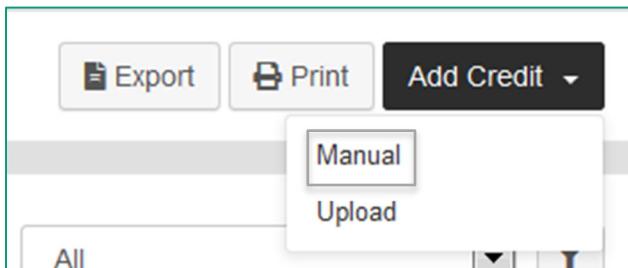
Manual

- Choose the **Add Credits** button from the top right of the CPE Credits grid.



Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Reported
Jan 3, 2020	3 Accounting Update 2020	1031 Advanced Seminar	Group Live	AICPA and State Society Programs	2	
Feb 20, 2019	An Overview and Update of the Uniform Guidance	18OL170-18	Tennessee Society of Certified Public Accountants (TSCPA)	Non-interactive Self Study	Self-Study	2
Jan 16, 2017	0 Accounting Update 2020		Tennessee Society of Certified Public Accountants (TSCPA)	Group Live	AICPA and State Society Programs	1
Jan 16, 2017	0 Accounting Update 2020		Tennessee Society of Certified Public Accountants (TSCPA)	Group Live	AICPA and State Society Programs	1

- Choose the “Manual” option from the dropdown displayed.



Add Attachments, Select Delivery Method and Select Program Type

- You can [Add or Associate Attachments](#) before entering credit details if you choose in the **Add Attachment** section of the page.

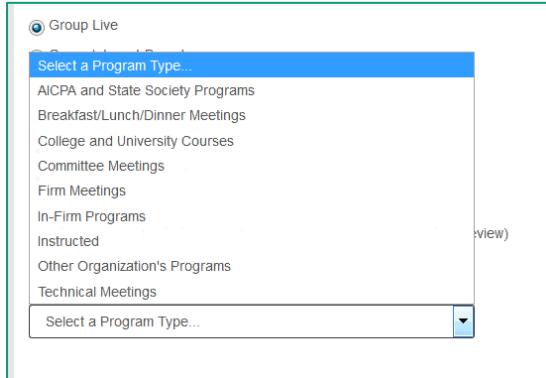
The screenshot shows the 'Add Credit' page with the following sections:

- Add Attachment:** A large input area with a dashed border for file upload. It includes a 'Choose File ...' button and a placeholder 'or drag and drop files here to upload'. Below the input area is a note: 'Upload file from your computer (jpg, png, doc, xls or pdf). Max file size 10MB.'
- Select Delivery Method:** A section with a title and a list of delivery method options. The 'Group Live' option is selected (indicated by a checked radio button). Other options include 'Group Internet-Based', 'Blended Learning', 'Nano Learning', 'Interactive Self Study', 'Non-interactive Self Study', 'QAS Self Study', and 'Other Learning Activity (APM / CPE Technical Reviewer / Practice Review)'.
- Select Program Type:** A section with a title and a dropdown menu labeled 'Select a Program Type...'. The dropdown is currently empty.

- Choose the delivery method that matches the one for your course in the **Select Delivery Method** section.
 - Available delivery method definitions include:
 - **Group Live** programs occur via interaction with an instructor in a classroom or conference setting.
 - **Group Internet-Based** programs occur via interaction with an instructor using the Internet.
 - **Blended Learning** programs incorporate multiple learning formats and can be a combination of Group delivery methods and nano learning.
 - **Nano Learning** programs are designed to permit a participant to learn a given subject in a 10-minute timeframe through the use of electronic media and without interaction with a real-time instructor.
 - **Interactive Self Study** programs allow the participant to review or learn a given subject without involvement of an instructor or facilitator. They may be internet or paper based. They provide review questions throughout the learning process with feedback. Also, there is a final exam that must be passed.
 - **Non-interactive Self Study** programs allow the participant to review or learn a given subject without involvement of an instructor or facilitator. They may be internet or paper based. They do not provide review questions during the learning process and may not have a final exam OR

there is an exam, but the participant does not receive feedback on the exam results.

- **QAS Self Study** programs are offered through providers on the NASBA Registry of CPE Sponsors approved for the Self Study delivery method (they will have a Registry Sponsor ID and note QAS qualification on their certificates of completion). These courses are specifically approved to meet the standards for self-study programs under the Statement on Standards for Continuing Professional Education.
- **Other Learning Activity:** This delivery method option includes Authored/Published Material and Peer Review.
 - The delivery method definitions are also listed under the [Toolips](#) icon.
- Choose the radio button next to the desired delivery method
- Choose the dropdown arrow to the right of the **Select Program Type** field and select the program type that matches your course.



- The program types available will be filtered by the delivery method selected in the previous step.
- The program type definitions are available in a blue box to the right as each one is selected.



Enter Credit Detail

- Once the Program Type is selected, the **Enter Credit Detail** section of the screen is displayed with its required fields.
- The information needed can vary depending on the type of credit (delivery method and program type) selected:

- Group Live, Group Internet-Based, Blended Learning or CPE Tech Reviewer

Enter Credit Detail for AICPA and State Society Programs Courses

* Title

* Start Date * End Date

* Country * State/Province

* Provider To search for a provider, please type in the provider name or the NASBA Registry Sponsor ID.

Select a provider...

If your provider is not found, add a new provider below.

Add Provider

Is this provider registered with other Boards or agencies? If yes, add a new registration below.

Add Registration

- College and University Courses

Enter Credit Detail for College and University Courses Courses

* Title

* Start Date * End Date

* Country * State/Province

* College / University Name To search for a provider, please type in the provider name or the NASBA Registry Sponsor ID.

Select a provider... If your provider is not found, add a new provider below.

Add Provider

Is this provider registered with other Boards or agencies? If yes, add a new registration below.

Add Registration

* Credit Hours Are Given In Semester or Quarters? Quarters Semesters

* Was This Class Audited? Yes No

* Was This Class Post Graduate Level? Yes No

○ Instructed

Enter Credit Detail for Instructed Courses

* Title

* Start Date * End Date
mm/dd/yyyy mm/dd/yyyy

* Country * State/Province
Select a country... Select a state/province...

* Provider
To search for a provider, please type in the provider name or the NASBA Registry Sponsor ID.
Select a provider...
If your provider is not found, add a new provider below.
Add Provider

Is this provider registered with other Boards or agencies? If yes, add a new registration below.
Add Registration

* Qualifying Program
Select a Qualifying Program...

○ Interactive Self Study, Noninteractive Self Study or QAS Self Study

Enter Credit Detail for Self-Study Courses

* Title

* Start Date * End Date
mm/dd/yyyy mm/dd/yyyy

* Provider
To search for a provider, please type in the provider name or the NASBA Registry Sponsor ID.
Select a provider...
If your provider is not found, add a new provider below.
Add Provider

Is this provider registered with other Boards or agencies? If yes, add a new registration below.
Add Registration

○ Authored Published Material

Enter Credit Detail for Authored Published Material Courses

* Title

* Date Published
mm/dd/yyyy

* Number Of Words

○ Practice Review

Enter Credit Detail for Practice Review Courses

* Title

* Start Date * End Date
mm/dd/yyyy mm/dd/yyyy

* Country * State/Province
Select a country... Select a state/province...

- Enter the name of the course in the **Title** field.
- Type the date (or select the date using the calendar widget) the course started in the **Start Date** field.
- Type the date (or select the date using the calendar widget) the course was completed in the **End Date** field.
- Select the **Country** in which the course was taken.
 - NOTE: Certain program types, such as Self Study, will not prompt for location information.
 - If the country selected is USA, Mexico or Canada, then a dropdown menu listing of states (for USA and Mexico) or provinces (Canada) will be populated in the **State/Province** field.
 - If the country selected is not USA, Mexico or Canada, then the other identifying location information for the country selected can be typed in the **State/Province** field.
- Select the state/province for the country selected from the dropdown provided OR type in the other identifying information for the country selected in the **State/Province** field.
- Type the CPE sponsor name in the **Provider** field to search by name OR type in the NASBA Registry Sponsor ID.
 - A list of possible matches will be displayed.
 - Select the provider that matches the provider for your course.
 - The provider name will be populated in the Provider field.
 - If the desired provider is not in the list, select the [Add Provider](#) button to create a provider record for that sponsor.
 - If the desired provider is on a state registry, the state registry can be added to the provider record by selecting the [Add Registration](#) button.
- If you would like to add a course number, description or City (for Group, Blended Learning or CPE Tech Reviewer courses), then click on the **Show Required Fields Only** toggle at the top right of the screen to open text fields for that information:



- A field for Course Number, Description and (depending on the program type) City will be added for entry below the Add Registration button:

The screenshot shows a registration form with the following fields:

- Add Registration** (button)
- Course Number** (text input field)
- Description** (text input field)
- City** (text input field)

- For Authored Published Material, a field for Publisher, Published Material Number and Description will be added for entry below the Number of Words field:

The screenshot shows a registration form with the following fields:

- * Number Of Words** (text input field)
- Publisher** (text input field)
- Published Material Number** (text input field)
- Description** (text input field)

- Type the desired information in any of these fields.
- For College and University courses some additional information is required:

The screenshot shows a registration form with the following additional fields:

- * Credit Hours Are Given In Semester or Quarters?** (radio buttons: Quarters, Semesters)
- * Was This Class Audited?** (radio buttons: Yes, No)
- * Was This Class Post Graduate Level?** (radio buttons: Yes, No)

- **Credit Hours are Given in Semesters or Quarters?** Select the radio button to indicate if credit was provided in Quarters or Semesters
- **Was this Class Audited?** Select the “Yes” or “No” radio button to indicate if the course was audited (not taken for college credit) or not (taken for college credit).
- **Was This Class Post Graduate Level?** Select the “Yes” or “No” radio button to indicate if the course was or was not at a graduate difficulty level.
- For Instructed credit, some additional information is needed:

- Select the type of course that you instructed from the dropdown listing provided in the **Qualifying Program** field.

Add Subject Area

- The subject areas (fields of study) for the course are selected with the amount of CPE credit in the **Add Subject Area** section of the page.

Subject Area	Reported Hours
Accounting	1

- Select the first subject area for your course from the dropdown provided in the **Subject Area** field.
 - The subject areas are based on the Fields of Study as referenced in the [Statement on Standards for Continuing Professional Education \(CPE\) Programs](#). Visit this link to the document that defines each Field of Study.
- Type the amount of credit issued in the **CPE Credits** field (**College Credit** field for College/University courses) field.
- Choose the **Add Subject Area** button to add the credit to the course.
- Repeat these steps for any additional subject areas that are associated with this course.
- The added subject area(s) are displayed in a grid in the Add Subject Area section.

Subject Area	Reported Hours
Accounting	1
Auditing	1

- **NOTE: If you attempt to save the course without having saved your subject areas to the course, an error will be displayed at the top of the credit entry screen, as well as within the Add Subject Area section.**

The screenshot shows a web page titled 'Add Credit'. At the top, there is a red error message box containing the text: 'Some of the information needed to Save the course is missing. Please scroll down the page to see any errors indicated.' Below this message, there is a form field for 'Subject Area' with a dropdown menu labeled 'Select a subject area...'. There is also a 'CPE Credit' input field and a 'Save' button. The overall layout is a standard web form with a red error box at the top.

as well as within the Add Subject Area section.

The screenshot shows a web page titled 'Add Subject Area'. At the top, there is a red error message box containing the text: 'Please provide at least one subject area and click the Add Subject Area button to add it to the course.' Below this message, there is a form field for 'Subject Area' with a dropdown menu labeled 'Select a subject area...'. There is also a 'CPE Credit' input field and a 'Save' button. The overall layout is a standard web form with a red error box at the top.

- Select and save the subject area(s) before saving the course.

Add Notes

- Notes can be added to the course in the **Notes** section of the page.

The screenshot shows a web page section titled 'Notes'. It features a large text input field for notes. In the bottom right corner of the input field, there is a small icon of a paperclip and a 'Save' button labeled 'Add Notes'.

- Type the desired text in the field provided.
- If desired, add an attachment to the note by selecting the [paperclip icon](#) and then upload the attachment.
- Select the **Add Notes** button to save the note to the course.
- Saved notes will appear in the Notes section below the entry field for notes.

The screenshot shows a web page section titled 'Notes'. It displays two saved notes. The first note is a thumbnail with the text 'This is a second test note.' The second note is a thumbnail with the text 'This is a test note for a course.'. Both notes have a small 'More' button icon to the right.

Save Course

- Choose the **Cancel** button if you do not wish to save the course.
- Choose the **Save and Add New** button if you want to save this course and then begin entering a new course.
- Choose the **Save** button if you want to save this course and return to the CPE Credits screen.
 - NOTE: If required values are missing (fields preceded with a red asterisk * are required), then an error message will be displayed at the top of the page:

The screenshot shows a 'Save Credit' dialog box. At the top, it says 'Add Credit'. Below that, a message in a red box states: 'Some of the information needed to Save the course is missing. Please scroll down the page to see any errors indicated.' There is a close button 'X' in the top right corner.

and the missing fields will be highlighted in red:

The screenshot shows a 'Enter Credit Detail for AICPA and State Society Programs Courses' form. It has a field labeled 'Title' with a red border, indicating it is required. Below the field, a red message says: 'This value is required.' There is a close button 'X' in the top right corner.

- Enter the required information and save the course again.

Upload

Download and Prepare Upload File

CPE courses for a given licensee can be input to the Credit Upload Template and then be uploaded into the CPE Audit Service.

- Open the ["CPE Audit Service – Credit Upload Template.xlsx"](#) file, which is also available under the CPA Upload help topic within the application. The template contains a few sample rows – be sure to delete these before saving and uploading your file.
- The CPA Credit Upload Data Guide below matches the columns in the template file.
- The formatting of the acceptable values must match exactly (capital letters, punctuation, etc.).

CPA Credit Upload Data Guide			Notes
Column/Field	Required	Acceptable Values	
Delivery Method	Yes	Group Live Group Internet-Based Blended Learning Nano Learning Interactive Self Study Non-interactive Self Study QAS Self Study Other	Capitalization and characters must match
Program Type	Yes	AICPA and State Society Programs Authored Published Material Breakfast/Lunch/Dinner Meetings College and University Courses Committee Meetings Firm Meetings In-Firm Programs Instructed Other Organization's Programs Practice Review Self-Study Technical Meetings	Capitalization and Characters must match
Title	Yes	Title for the program/course.	
Course Number	No	Course number identifier or code (if provided)	
Description	No	Description of the program/course.	
Start Date	Yes	Date must be formatted MM/DD/YYYY	In Excel, you will need to format the date cell as a Category of Custom and put mm/dd/yyyy in the Type field.
End Date	Yes	Date must be formatted MM/DD/YYYY	In Excel, you will need to format the date cell as a

			Category of Custom and put mm/dd/yyyy in the Type field.
Country	No	Location of the program/course.	USA or the country name spelled out such as "Canada"
State	No	Location of the program/course.	If the country is = USA, then use the two-letter abbreviation for the state – such as TN for Tennessee.
City	No	Location of the program/course.	
NASBA Provider ID	No	Six-digit NASBA Registry ID number	Include the six-digit number here, if the provider is a NASBA Registry Sponsor
Provider	Yes	Provider/Facilitator of the program/course.	

Subject Area	Yes	Accounting Accounting (Governmental) Administrative Practice Auditing Auditing (Governmental) Behavioral Ethics Business Law Business Management & Organization Communications Communications & Marketing Computer Science Computer Software & Applications Economics Finance Information Technology Management Advisory Services Management Services Marketing Mathematics Personal Development Personnel/HR Production Regulatory Ethics Social Environment of Business Specialized Knowledge Specialized Knowledge & Applications Statistics Tax Taxes	If there are multiple subject areas, separate with a comma in the same cell and no space in between. Ex: Accounting, Auditing
CPE Credit	Yes	Number of CPE Credits for the given subject area(s).	If there are multiple subject areas with CPE credit, separate with a comma in the same cell and no space in between. Ex: 2,2

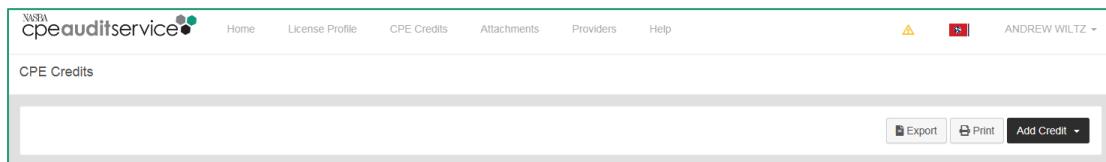
a. If the column is required to be included, it is noted with a "Yes" in the Required section above. Otherwise, the value is "No".

- All the columns must be present in the file whether they are required or not. They can be left blank if a value is not required.
 - The Acceptable Values section in the grid above displays the type of information that is allowed in the column.
- Complete the template with your CPE course details.
- Save the file in Excel as a .csv file on your local computer drive.
 - Choose **Save As** in Excel.

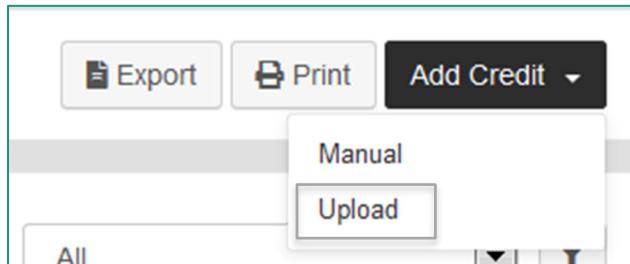


- The filename is listed first in the Save As dialog box.
- The default format will be **Excel workbook (*.xlsx)** or **Excel 97- 2003 Workbook (*.xls)**.
- Choose the **CSV UTF-8 (Comma delimited) (*.csv)** format from the format dropdown provided.
- Choose the **Save** button.

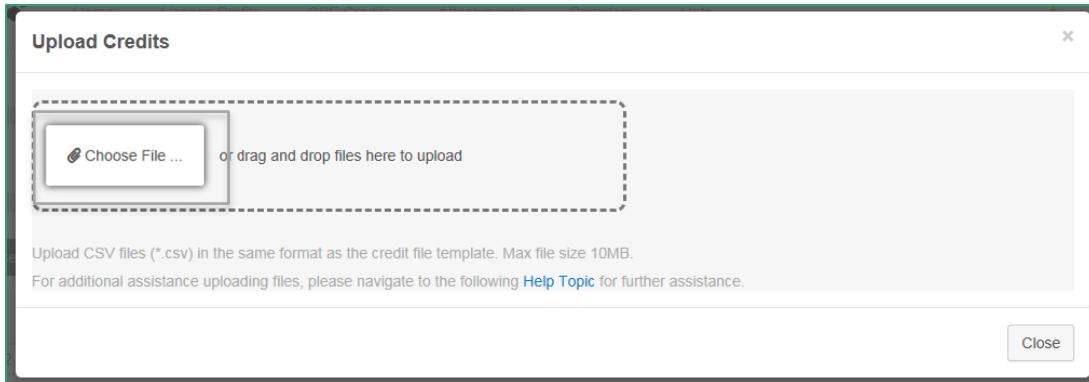
Upload File



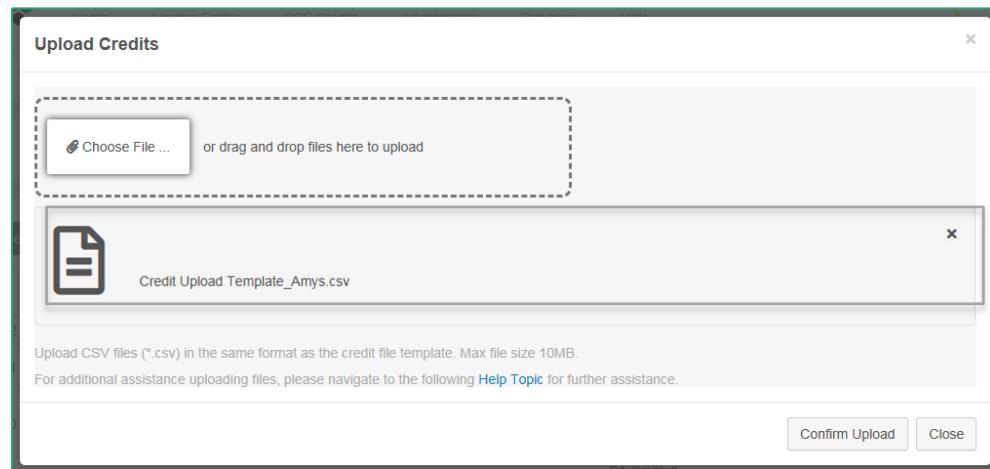
- Choose the **Add Credits** button at the top right of the credits grid and select the **Upload** option.



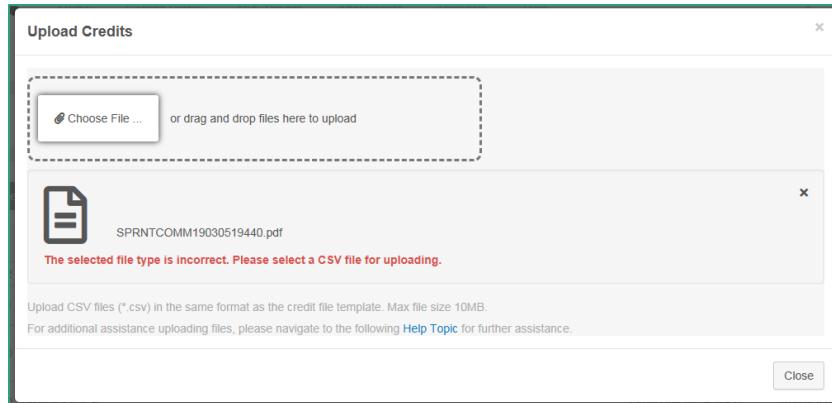
- The “**Upload Credits**” overlay is displayed.



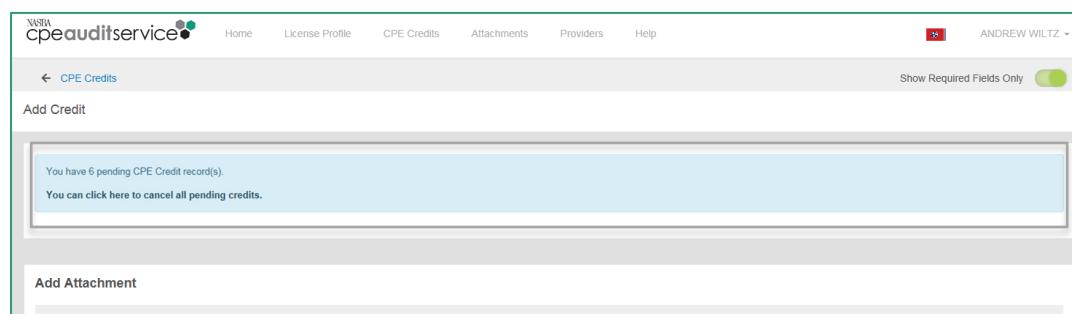
- Select the **Choose File** button.
- A dialog showing your local computer drive(s) is displayed.
- Navigate to where your .csv file is saved.
- Select the file.
- Choose the Open button.
- The file is displayed below the Choose File section of the overlay.



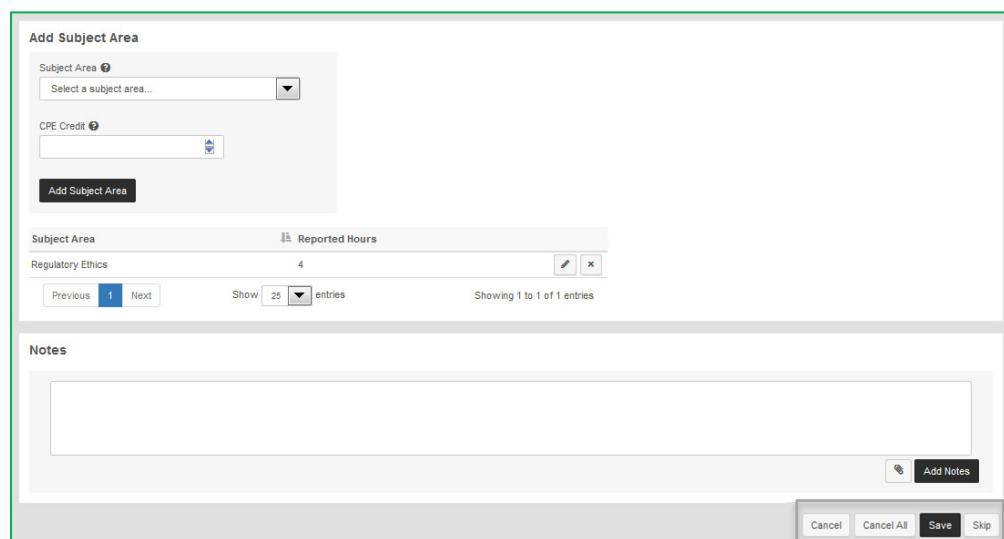
- Choose the **Confirm Upload** button.
 - Click the “X” button to the right of the file listed to remove it.
 - Choose the **Close** button if you do not want to continue uploading the file.
- The **Confirm Upload** button will briefly change to say “Uploading” as it processes the file.
 - Files cannot be larger than 10MB in size. If the file is too large, an error message will be displayed.
 - If the file is not in the .csv format, an error will be displayed.



- The **Add Credit** screen will be displayed.



- The number of credits pending (which corresponds to the number of rows in your uploaded file) is displayed in a blue message box above the Add Attachments section.
 - You may click the message "You can click here to cancel all pending credits" to exit the **Add Credit** process.
- The data from the first row of your file's information populated in the fields on the page.
- Review the information populated in the fields and make any necessary edits.



- Choose the **Save** button to move to the next row in your uploaded file.
 - Choose the **Cancel** button to skip the pending credit displayed. It will not be saved, and the process will move to the next row in the file.
 - Choose the **Cancel All** button to stop uploading any rows from your file.
- Choose the **Skip** button to move to the next row in the file without saving any changes. The skipped courses will remain in a pending status until saved or pending items are cancelled.
- Once all the pending rows have been processed, you will be returned to the CPE Credits screen and your saved courses will be included in your transcript.

Edit Credits

CPE courses entered by the CPA can be edited or deleted if changes are needed.

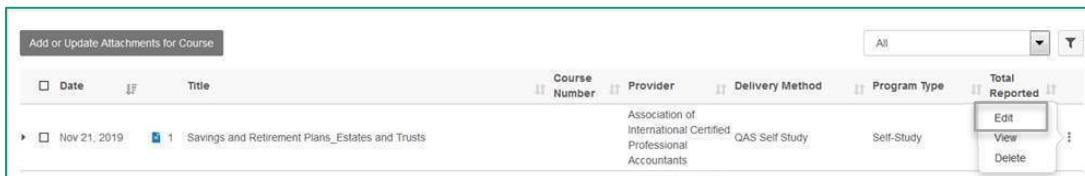
NOTE: Courses fed in directly from a participating provider and noted with the “blue ribbon” icon to the left of the course Title, cannot be edited by the CPA or Board. The CPA would need to contact the provider to have any changes made to that type of course attendance.

- Course edits can be initiated from the Compliance Report or from the CPE Credits page.
- Choose the ellipsis (the three dots) at the end of the course row:



The screenshot shows a table of CPE courses. The first row has a blue ribbon icon to the left of the title 'Savings and Retirement Plans_Estates and Trusts'. The row includes columns for Date (Nov 21, 2019), Title, Course Number, Provider, Delivery Method, Program Type, and Total Reported (1). To the right of the row is a small ellipsis menu icon.

- Choose the “Edit” option.



The screenshot shows the same CPE Credits page as above, but the ellipsis menu is open, revealing three options: 'Edit', 'View', and 'Delete'. The 'Edit' option is highlighted with a red box.

- The existing course details are displayed as they were entered.
- Scroll down to the section that needs an update and type in the correct information for the course.
- Choose the **Save** button at the bottom of the page.

Enter Credit Detail for Self-Study Courses

* Title: Savings and Retirement Plans_Estates and Trusts

* Start Date: 11/21/2019 * End Date: 11/21/2019

* Provider: NASBA Provider - Association of International Certified Professional Acco...

If your provider is not found, add a new provider below.

- Once you have chosen the **Save** button, the course dates will be updated, and your compliance will be recalculated.

View Credits

- A view of the course details can be initiated from the Compliance Report or from the CPE Credits page.
- Choose the ellipsis (the three dots) at the end of the course row:

Add or Update Attachments for Course						All	▼
Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Reported	⋮
Nov 21, 2019	1 Savings and Retirement Plans_Estates and Trusts		Association of International Certified Professional Accountants	QAS Self Study	Self-Study	1	⋮

- Choose the “View” option.

Add or Update Attachments for Course						All	▼
Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Reported	⋮
Nov 21, 2019	1 Savings and Retirement Plans_Estates and Trusts		Association of International Certified Professional Accountants	QAS Self Study	Self-Study	1	⋮

- The existing course details are displayed as they were entered.

View Credit

Title: 2020 Tennessee Ethics
Delivery Method: Group Live
Program Type: AICPA and State Society Programs
Start Date: 02/05/2020
End Date: 02/05/2020
Country: USA
State: AL
Provider: Tennessee Society of Certified Public Accountants (TSCPA)
Course Number:
Description:
City:

Subject Area Details				
Subject Area	Reported Hours	Preparation Hours	Presentation Hours	College Credits
Accounting	1.00			

Course Questions

No questions for the selected Credit.

Notes

TX This is a second test note.
Cpa: Tennessee Xtn05 @ Friday, February 7, 2020 11:04:09 AM

TX This is a test note for a course.
Cpa: Tennessee Xtn05 @ Friday, February 7, 2020 11:04:09 AM

Close

- Choose the **Close** button to return to the CPE Credits page.

Delete Credits

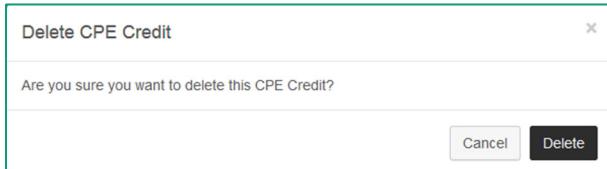
- A view of the course details can be initiated from the Compliance Report or from the CPE Credits page.
- Choose the ellipsis (the three dots) at the end of the course row:

Add or Update Attachments for Course							
Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Reported	
Nov 21, 2019	1 Savings and Retirement Plans_Estates and Trusts	Association of International Certified Professional Accountants	QAS Self Study	Self-Study	1		

- Choose the “Delete” option.

Add or Update Attachments for Course						Course Number	Provider	Delivery Method	Program Type	Total Reported
<input type="checkbox"/>	Date	<input type="text"/>	Title							
<input type="checkbox"/>	Nov 21, 2019	<input type="text"/>	1	Savings and Retirement Plans_Estates and Trusts		Association of International Certified Professional Accountants	QAS Self Study	Self-Study		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>

- A warning message is displayed:



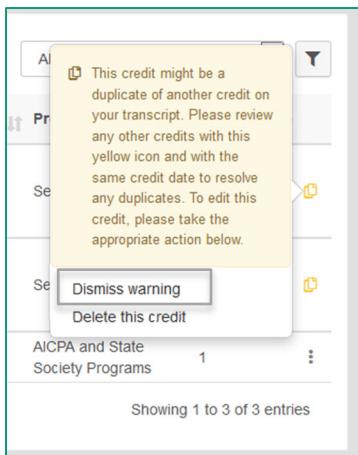
- Choose the **Cancel** button to return to the CPE Credits page without deleting the course.
- Choose the **Delete** button to remove the course. Compliance will be recalculated.

Duplicates

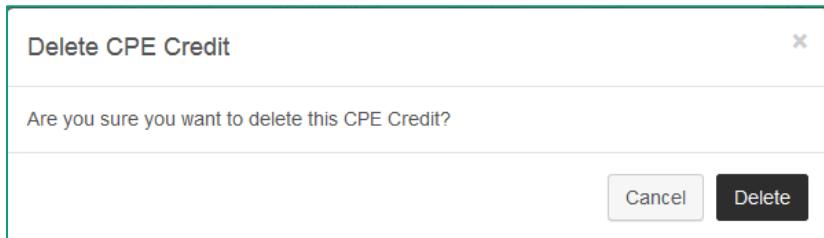
If courses appear to be the same, a color paper icon will appear (red, green, blue or purple) for the sets of courses rather than the Edit/View/Delete ellipsis, at the end of the course row.

Date	Title	Course Number	Provider	Delivery Method	Program Type	Total Reported	
Jun 20, 2024	In-Person: Small Firm Forum	24SFFIP	Tennessee Society of Certified Public Accountants (TSCPA)	Group Live	AICPA and State Society Programs	2	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
May 22, 2024	0 Instructed course accounting		Kaplan Financial Education	Group Live	Instructed	3	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
May 22, 2024	0 Instructed course accounting		Kaplan Financial Education	Group Live	Instructed	3	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Jan 1, 2024	0 Carry Forward	10-D Academy	Group Live	Breakfast/Lunch/Dinner Meetings	44		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Jan 1, 2024	0 Carry Forward	10-D Academy	Group Live	Breakfast/Lunch/Dinner Meetings	44		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Oct 1, 2023	0 CPE Course	101 Education Services Inc. (dba IRStaxTraining.com)	Group Live	Other Organization's Programs	2		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Jun 1, 2023	0 Tennessee Test 1	Kaplan Financial Education	Group Live	Other Organization's Programs	2		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
May 1, 2023	0 Test Course Post Patching	Kaplan Financial Education	Group Live	Other Organization's Programs	2		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
May 1, 2023	1 Test Course Post Patching	Kaplan Financial Education	Group Live	Other Organization's Programs	2		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Apr 17, 2023	0 Test 3 Provider Updates	Valuant	Group Internet-Based	Firm Meetings	3		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Apr 17, 2023	0 Last test for 4/14/23 Registry Changes	Valuant	Group Internet-Based	Technical Meetings	4		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Apr 14, 2023	0 Continued test 4/14/23	Valuant	Group Internet-Based	Firm Meetings	3		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Apr 14, 2023	0 Continued test 4/14/23	ExecOnline	Group Live	Firm Meetings	2		<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/>

- Choose the duplicates icon to dismiss the warning or to delete the duplicate credit.



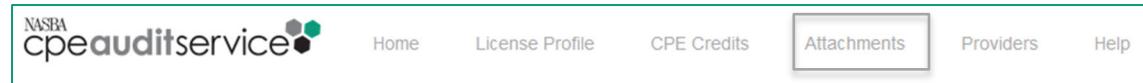
- If the courses indicated are not duplicate records, choose the “Dismiss warning” option and the duplicate icon will be removed from both courses.
- If the courses indicated are duplicate records, choose the “Delete this credit” option to remove one of the records.
 - A warning message overlay is presented:



- Choose the **Cancel** button if you do not want to delete the course.
- Choose the **Delete** button to proceed and delete the course.

Attachments

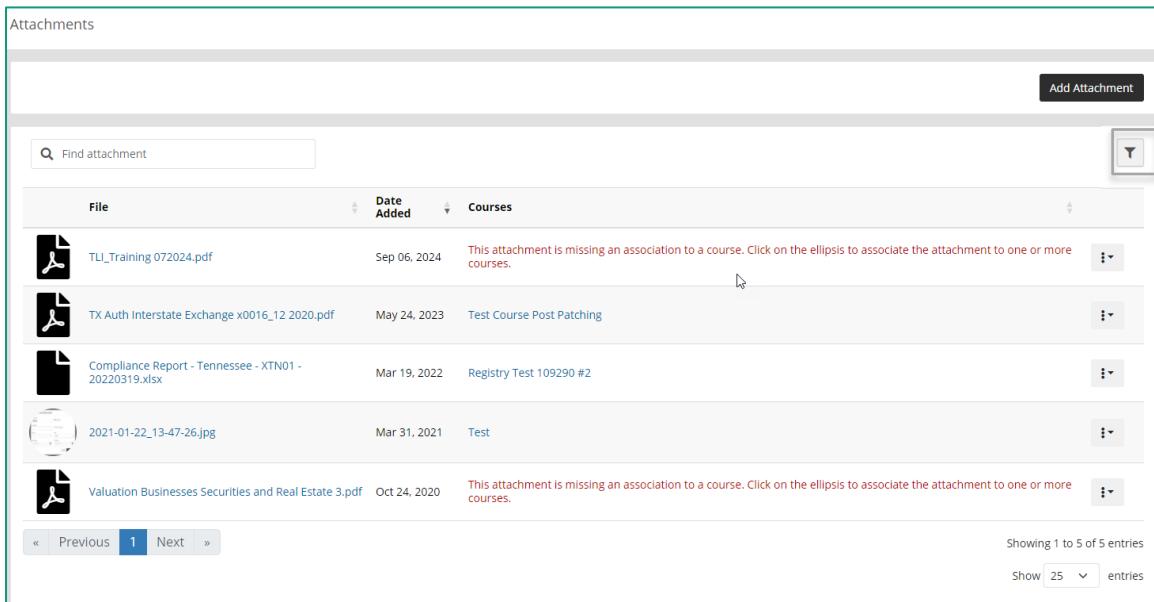
A listing of all attachments added to your account is found by selecting the Attachments menu from the top of the screen. From this screen, you can add new attachments or delete existing attachments. Any attachments listed here can be associated with courses on the CPE Credits grid, the Compliance Report or during the Add Credit process.



- Navigate to the Attachments page.

Attachments Grid

- The default view displays all attachments for your account.



Attachments

Add Attachment

Find attachment

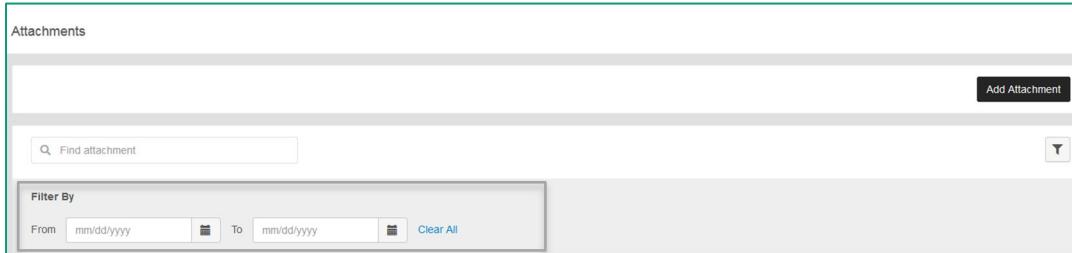
File	Date Added	Courses
TLU_Training 072024.pdf	Sep 06, 2024	This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses.
TX Auth Interstate Exchange x0016_12 2020.pdf	May 24, 2023	Test Course Post Patching
Compliance Report - Tennessee - XTN01 - 20220319.xlsx	Mar 19, 2022	Registry Test 109290 #2
2021-01-22_13-47-26.jpg	Mar 31, 2021	Test
Valuation Businesses Securities and Real Estate 3.pdf	Oct 24, 2020	This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses.

Previous 1 Next »

Showing 1 to 5 of 5 entries

Show 25 entries

- Choose the Filter icon  to display a filter for sorting on the date the attachment was added.



Attachments

Add Attachment

Find attachment

Filter By

From mm/dd/yyyy To mm/dd/yyyy Clear All

- Type in the desired date range in the “From” and “To” fields provided (or select using the calendar widget) to filter the listing of attachments.
- Choose the [Clear All](#) link to remove all filters.

Attachments

Add Attachment

Find attachment

File Date Added Courses

TLI_Training 072024.pdf Sep 06, 2024 This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses.

TX Auth Interstate Exchange x0016_12 2020.pdf May 24, 2023 Test Course Post Patching

Compliance Report - Tennessee - XTN01 - 20220319.xlsx Mar 19, 2022 Registry Test 109290 #2

2021-01-22_13-47-26.jpg Mar 31, 2021 Test

Valuation Businesses Securities and Real Estate 3.pdf Oct 24, 2020 This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses.

« Previous 1 Next » Showing 1 to 5 of 5 entries Show 25 entries

- The **Date Added** and **Courses** columns have an ascending/descending sort icon next to it. Click on the arrows icon to sort in ascending or descending order.
- Each row of the grid contains the details for an individual course:

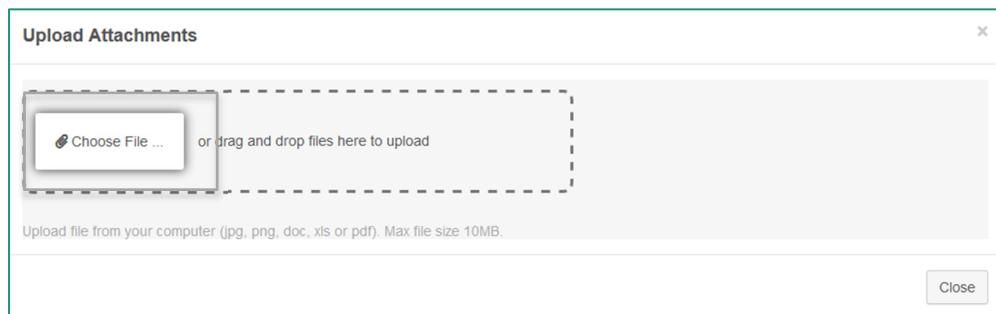
COLUMN TITLE	DETAILS
File	Each row within the grid can be expanded to show the Subject Area(s) and credit for the course. Choose the icon to view the subject areas for the course.
Date Added	This is the date that the attachment was added to your account
Courses	This is a listing of the course or courses that are associated with the attachment. If there is no course associated with the attachment, then a message is displayed "This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses."
Ellipsis	This symbol  at the end of the course row can be selected add the attachment to a course or to delete the attachment from your account. Add Attachment to Courses – returns to the Add Credit screen for the course for you to make and save updates to the course details or question responses.

	Delete Attachment – allows you to view the details entered for the course.
--	--

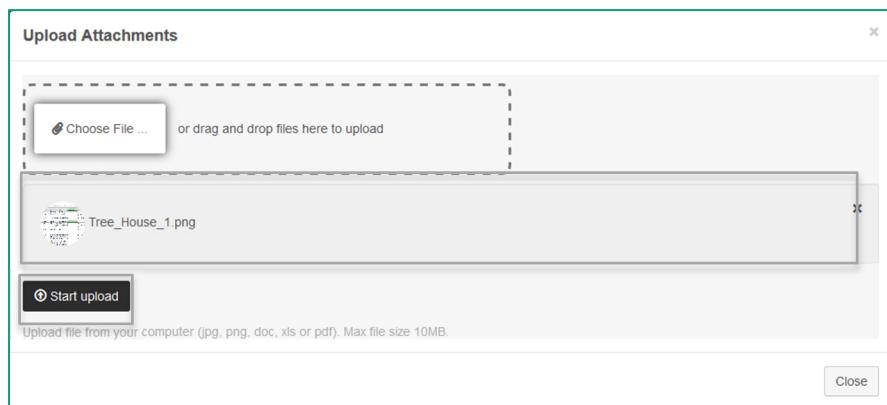
- Choosing the attachment name in **blue** opens the attachment in a new browser window.
- Choosing a course title that is associated with an attachment in **blue** opens the CPE Credits page, filtered down to the course.

Add Attachment

- Choose the **Add Attachments** button to add attachments in your account.
 - The Add Attachments overlay is displayed and defaulted to the “Upload New from computer” tab.



- Click the **Choose File** button to open your local computer drives.
- Choose the file desired or drag the file from your folder to the Choose file section of the overlay.
 - The file can be of several file types: .jpg, .png, .doc, .xls or .pdf
 - The file size cannot be larger than 10MB.
 - The file will be populated below the Choose file section.



- Click the **Start upload** button to process the picture.
- Click the X to the right of the file to remove it from the screen and select another picture.
- Once the upload is started, a “processing” message will display briefly.

- The Attachments grid will be refreshed to include the new attachment.

Add Attachment to Courses

Attachments

Add Attachment

Find attachment

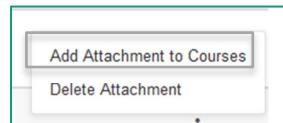
File	Date Added	Courses
TU_Training 072024.pdf	Sep 06, 2024	This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses.
TX Auth Interstate Exchange x0016_12 2020.pdf	May 24, 2023	Test Course Post Patching
Compliance Report - Tennessee - XTN01 - 20220319.xlsx	Mar 19, 2022	Registry Test 109290 #2
2021-01-22_13-47-26.jpg	Mar 31, 2021	Test
Valuation Businesses Securities and Real Estate 3.pdf	Oct 24, 2020	This attachment is missing an association to a course. Click on the ellipsis to associate the attachment to one or more courses.

« Previous 1 Next »

Showing 1 to 5 of 5 entries

Show 25 entries

- Choose the ellipsis icon at the end of the row for the desired attachment.
- Choose the option to “Add Attachment to Courses”



- A listing of the courses in your transcript are displayed with the attachment name listed at the top of the display.

Course Associations for MS_Project_COC_012718.pdf

by course title, course number

Find Course

Title	Course Number	Provider	Program Type	Delivery Method
Test		1031 Advanced Seminar Tennessee Society of Certified Public Accountants (TSCPA)	AICPA and State Society Programs Self-Study	Group Live QAS Self Study
2020 Tennessee Ethics		Tennessee Society of Certified Public Accountants (TSCPA)	Self-Study	QAS Self Study
2020 Tennessee Ethics				

Previous 1 Next

Show 25 entries

Showing 1 to 3 of 3 entries

Save Cancel

- To filter the list to a specific course, type in the course title or course number in the **Find Course** field provided.
- The courses are displayed in alphabetical order by Program Type by default.
- To sort in ascending or descending order by Course Number, Provider, Program Type or Delivery Method, choose the sort icon to the left of the column name.

- To view a specific course in the CPE Credits page, click on its title in **blue**.
- Select the specific course or courses to associate with the attachment, choose the checkbox next to the desired rows.
 - The course row will be highlighted in blue.

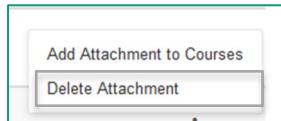
Course Associations for Tree_House_1.png					
<input type="text" value="Q: Find Course"/> <input type="button" value="Search"/>					
Title	Course Number	Provider	Program Type	Delivery Method	
<input checked="" type="checkbox"/> Test	1031 Advanced Seminar	AICPA and State Society Programs	Group Live		
<input type="checkbox"/> 2020 Tennessee Ethics	Tennessee Society of Certified Public Accountants (TSCPA)	Self-Study	QAS Self Study		
<input type="checkbox"/> 2020 Tennessee Ethics	Tennessee Society of Certified Public Accountants (TSCPA)	Self-Study	QAS Self Study		

Previous **1** Next Show 25 entries Showing 1 to 3 of 3 entries 1 row selected

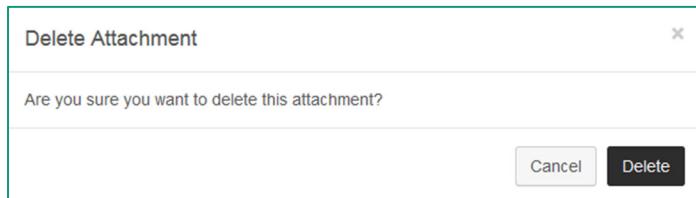
- Choose the **Cancel** button to return to the Attachments page.
- Choose the **Save** button to associate the attachment with the selected course(s).
- The course title will be added to the Courses information for the attachment on the attachments page.

Delete Attachment

- Choose the ellipsis icon at the end of the row for the desired attachment.
- Choose the option to “Delete Attachment”



- A warning message is displayed:



- Choose the **Cancel** button to return to the Attachments page without deleting the attachment.
- Choose the **Delete** button to remove the Attachment. Any associations with courses will also be removed.

Providers

A listing of all providers available in your account is found by selecting the Providers menu from the top of the screen. From this screen, you can add, edit and delete providers of your own. You can view providers that are on the NASBA Registry of CPE Sponsors. Any providers listed here can be selected for courses during the [Add Credit](#) process.



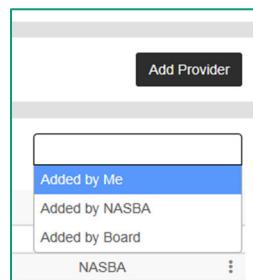
- Navigate to the Providers page.

Providers Grid

- The available providers for your account whether added by you, the Board, or NASBA are listed.
- The providers are listed in descending alphabetical order.

Providers		
Add Provider		
<input type="text" value="Find provider"/>		<input type="text" value="Added by..."/>
Provider	Location	Added By
100 CPE Courses		Tennessee XTN05
101 Education Services Inc. (dba IRSTaxTraining.com)		NASBA
1031 Advanced Seminar		NASBA
1031 Capital Solutions	4800 Meadows Rd, Suite 300 Lake Oswego, OR 97035	NASBA
1031 Exchange Academy		NASBA

- Type the provider name or its address in the **Find provider** field to search for a provider record.
- To filter by the creator of a provider record, choose “Added By Me”, “Added By Board” or “Added by NASBA” from the **Added by** field dropdown.



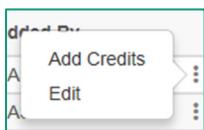
- Each row of the grid contains the details for an individual provider:

COLUMN TITLE	DETAILS
Provider	The name of the provider.
Location	The address, city and state for the provider if included when the provider is created.
Added By	The creator of the provider record.

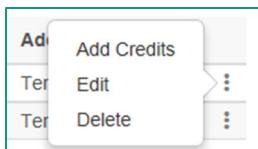
Provider Actions

- A view of the provider details can be initiated from the grid.
- Choose the ellipsis (the three dots) at the end of the course row:

- For a provider created by NASBA or by the Board, you have the option to View the Provider or Edit the provider.



- For a provider created by you, the option is also added to delete the record.



Add Credits

- To initiate adding a credit manually with the provider selected, choose the [Add Credits](#) option.

Edit

- The available edit options differ between providers that are created by NASBA or by the Board, versus those created by you.
 - [Added by NASBA](#)

Registrar	Number	Delivery Method	Start Date	End Date
NASBA	125385	QAS Self Study	Oct 27, 2014	

- The provider information from the NASBA National Registry of CPE Sponsors is displayed along with the NASBA Registry number and approved delivery methods for the sponsor.
- None of this information is editable by you.
- If the provider is approved on another state's registry, you can add that Registry information in your account by choosing the [Add Registrations](#) button.
- If Registry information is added, choose the **Save Provider** button to save the changes.
- Choose the **Cancel** button to return to the providers grid.

- Added by Board

Edit Provider

* Name	CPE Training Consortium	URL																									
Country	USA	Phone																									
Address Name	1829 Grove Trail Cv	Fax																									
Address 2		Email																									
Germantown	TN																										
38139																											
Registrations																											
<input type="button" value="Add Registrations"/> <table border="1"> <thead> <tr> <th>Registrar</th> <th>Number</th> <th>Delivery Method</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Registrar	Number	Delivery Method	Start Date	End Date																				
Registrar	Number	Delivery Method	Start Date	End Date																							
<input type="button" value="Cancel"/> <input type="button" value="Save Provider"/>																											

- The provider information provided by the Board is displayed along with state registry information (if the Board provided any).
- None of this information is editable by you.
- If the provider is approved on another state's registry in addition to any displayed, you can add that Registry information in your account by choosing the [Add Registrations](#) button.
- If Registry information is added, choose the **Save Provider** button to save the changes.
- Choose the **Cancel** button to return to the providers grid.

- Added by Me

Edit Provider

* Name	URL			
Yale University				
Country	Phone			
Select...				
Address Name	Fax			
Address 1				
Address 2				
City	State			
Postal Code				
Registrations				
Add Registrations				
Registrar	Number	Delivery Method	Start Date	End Date
<input type="button" value="Cancel"/> <input type="button" value="Save Provider"/>				

- The provider information provided by you is displayed along with any state registry information (if you provided any when you created the record).
- All this information is editable by you.
- If the provider is approved on another state's registry in addition to any displayed, you can add that Registry information in your account by choosing the [Add Registrations](#) button.
- If Registry information is added and/or other edits are made, choose the **Save Provider** button to save the changes.
- Choose the **Cancel** button to return to the providers grid.

Add Registrations

- Some states require that providers of your courses be NASBA or state board approved. State board approvals can be added to any provider through Add Registrations.
- In order to add other state registries to a provider record, choose the **Add Registrations** button at the bottom of the Edit Provider overlay.

Registrations				
Add Registrations				
Registrar	Number	Delivery Method	Start Date	End Date
<input type="button" value="Cancel"/> <input type="button" value="Save Provider"/>				

- The Registrar and the Number fields are opened for adding information.

Registrations

Add Registrations

Registrar	Number	Delivery Method	Start Date	End Date
Alabama				

Cancel Save Provider

- Select the state where the provider is registered from the dropdown list provided in the **Registrar** column.
- Type in the registration number for the provider in the state selected in the **Number** column.
- Choose the **Save Provider** button to save the registrar information to the provider record.
- Choose the **Cancel** button to return to the providers grid.
- The Registrations information will show any state registrar records that are added to the provider record.

Registrations

Add Registrations

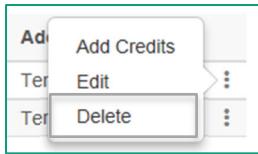
Registrar	Number	Delivery Method	Start Date	End Date
Arkansas	12345			
Connecticut	98765			

Cancel Save Provider

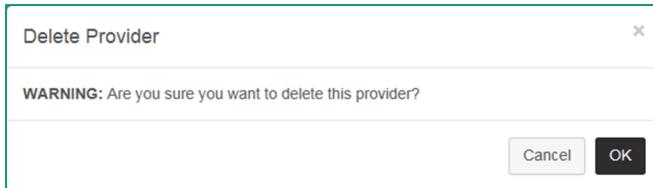
- To remove a state registration record from the provider, choose the X button at the end of the registration row.
- Choose the **Save Provider** button to save the registrar information to the provider record.
- Choose the **Cancel** button to return to the providers grid.

Delete Provider

- You can only delete providers that you have added to your account.
- Choose the Delete option from the ellipsis at the end of the provider row.



- A warning overlay will be displayed.



- Choose the **Cancel** button to return to the Providers page without deleting the provider.
- Choose the **OK** button to remove the course. Compliance will be recalculated.

Add Provider

- Click the **Add Provider** button to create a new provider entry in your account.

A screenshot of the 'Add Provider' form. The form is titled 'Add Provider' and contains the following fields:

- Name**: A required field with a red asterisk (*). It has a text input field and a 'Select...' dropdown for country.
- URL**: A text input field.
- Country**: A dropdown menu labeled 'Select...'.
- Phone**: A text input field.
- Address Name**: A text input field.
- Fax**: A text input field.
- Address 1**: A text input field.
- Address 2**: A text input field.
- City**: A text input field.
- State**: A text input field.
- Email**: A text input field.
- Postal Code**: A text input field.

Registrations

Add Registrations

Registrar (dropdown), **Number** (dropdown), **Delivery Method** (dropdown), **Start Date** (dropdown), **End Date** (dropdown)

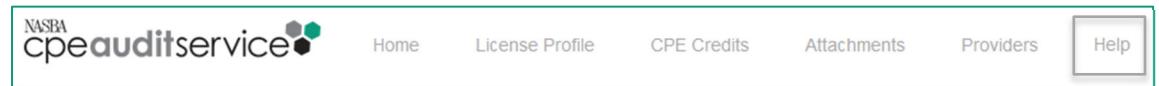
At the bottom are three buttons: 'Cancel' (gray), 'Save & New' (gray), and 'Save Provider' (black).

- Required fields are denoted with a red asterisk.
- Type the provider name in the Name field. This is the only required field.
- Type the provider's web address in the URL field.
- Select the **Country** in which the provider is located.

- If the country selected is USA, Mexico or Canada, then a dropdown menu listing of states (for USA and Mexico) or provinces (Canada) will be populated in the **State** field.
- If the country selected is not USA, Mexico or Canada, then the other identifying location information for the country selected can be typed in the **State** field.
- Select the state/province for the country selected from the dropdown provided OR type in the other identifying information for the country selected in the **State/Province** field.
- Type in the provider's address in the **Address 1**, **Address 2**, **City** and **Postal Code** fields.
- Type in the provider's fax number in the **Fax** field.
- Type in the provider's contact e-mail address in the **Email** field.
- Choose the **Save and Add New** to save this provider and start creating another new provider.
- Choose the **Save Provider** button to save the registrar information to the provider record.
- Choose the **Cancel** button to return to the providers grid.
- Once saved, this provider can be searched for and selected from the Provider dropdown during any subsequent creation of new courses in your transcript.

Help

The Help page provides documents and videos on a wide range of topics in using the *CPE Audit Service*.



- Navigate to the Help page.

A screenshot of the Help page. At the top is a search bar labeled 'Find topic'. Below it is a 'Help topics' section with a 'Missing Information' topic. The 'Missing Information' topic has a summary, a 'Video' link, and a 'Documents' link. To the right of this section is a vertical sidebar with links for 'Missing Information', 'Entering Credits', 'Compliance Report', 'CPA Upload Form and Layout Guide', 'Submit for Audit', 'Carry Credit', 'CPE Reciprocity', 'Adding Personal Providers', and 'Adding Attachments and Associate with Courses'. Below the 'Missing Information' topic is another 'Entering Credits' topic with a 'Video' link and a 'Documents' link.

- Help topics are listed by title and include a brief summary of the topic, with links to videos and/or documents for each topic.
- A listing of topic titles is listed to the right of the page. Click on the topic title to navigate to that specific help topic.

Search

- To search for a topic by keywords, type in the desired search term in the **Find Topic** field at the top left of the page.
- Any topic names or summaries containing the keyword are listed.

Contact Us

If you have questions about using the application, please e-mail the *CPE Audit Service* Team at cpeauditservice@nasba.org.

If you have questions about your CPE audit, please contact your respective Board.