

CONTINUING EDUCATION

REQUIREMENTS

The 48 required hours of continuing education every two years maybe earned in taxation and/or accounting and related subjects.

NEW MEMBERS

New members shall be required to earn continuing education credits on a prorated monthly basis commencing six months after their acceptance at a regular monthly meeting during the first reporting period.

CRITERIA

In order for a specific program to qualify for approved continuing education credit, it must be a formal program of learning that contributes directly to professional competence. Types of programs meeting this standard for continuing education credit include:

1. University of college courses;
2. Professional development programs of national and state accounting organizations;
3. Formal correspondence study programs, which provide evidence of satisfactory completion.
4. Areas other than those listed above may be acceptable if the member can demonstrate that they contribute directly to professional competence.
5. All CPE shall be governed by Department of Treasury, Circular 230, section 10.6G.

FAILURE TO EARN CPE

Members who fail to earn the required credits through continuing education programs shall be reduced to Associate Member status. Active Status will be granted once CPE credit requirements are met. Members unable to earn the required credits due to illness, injury, or other circumstances beyond their control may file a written request for a waiver or extension of time from the Board of Directors. All requests shall include sufficient evidence of the circumstances for which the member seeks the waiver or extension. Waivers and extensions may only be approved for the actual duration of said circumstances. The Board shall review the request and notify the member of their decision with in sixty days of said request. There shall be no appeal from the decision of the Board of Directors.

REPORTING

The Education Committee shall in June of each uneven year, provide for the Treasurer, a paragraph to be included in the dues statement to be signed by the member attesting that they have met the minimum CPE requirements of the Society as stated in the by-laws.

FAILURE TO REPORT

members who fail to meet the filing deadline shall be reduced to Associate Member status. However, a member shall be reinstated to Active status if the filing requirements are met by December 31st of the reporting year. A member reduced to Associate Status for non-filing may, at the end of two years, petition for upgrade to Active membership.

CPE AUDITS

The Education Committee shall conduct random audits of the Continuing Education Reports. A minimum of ten percent (10%) of the reports shall be audited in each two year reporting period. Members selected for audit shall be required to show sufficient evidence to support all entries recorded on their continuing Education Report Forms. A member audited for the same period by ACAT need only provide satisfactory proof the ACAT audit confirmed the forty-eight hours required by ASIA. A member shall be exempt from a third consecutive audit.