

## INSTRUCTOR'S CPE TRACKER

To receive Continuing Professional Education credit for preparation and presentation as part of an approved IGFOA training program, please

1. identify seminar and session,
2. list time spent preparing for the presentation\*,
3. list time spent presenting, \*
4. complete your identifying information,
5. sign, and return form to the seminar registration desk or scan and email to info@igfoa.org

**CPE credit certificates are posted to your on-line IGFOA Profile**

**Date of Seminar:** \_\_\_\_\_

**Seminar:** \_\_\_\_\_

**Session/Topic:** \_\_\_\_\_

(if taught the full seminar, note ALL. If taught for a portion of the seminar, list portions of the seminar or attach seminar agenda)

**Preparation CPE:** \_\_\_\_\_ (50 min = 1 CPE)

**Presentation CPE:** \_\_\_\_\_ (50 min = 1 CPE)

**Attendance CPE:** \_\_\_\_\_ (50 min = 1 CPE)

**Instructor's Name (printed):** \_\_\_\_\_

**Govt/Firm:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

(if not an IGFOA member)

\_\_\_\_\_

**Signature:** \_\_\_\_\_

*By signing this report, I attest that I prepared and presented in accord with the NASBA National Registry of CPE Sponsors guidelines\*.*

**\*National Association of State Boards of Accountancy (NASBA) National Registry of CPE Sponsors rules for Instructor CPE:**

Instructors, discussion leaders or speakers who present learning activity for the first time should receive CPE credit for actual preparation time up to two times the number of CPE credits to which participants would be entitled, in addition to the time for presentation. For repeat presentations, CPE credit can be claimed only if it can be demonstrated that the learning activity content was substantially changed and such change required additional study or research.