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CPE PROGRAM CONTENT REVIEW

CPE program sponsors of group and self-study programs must ensure learning activities are reviewed by qualified persons other than those who developed them to assure that the program is technically accurate and current and addresses the stated learning objectives. These reviews must occur before the first presentation of these materials and again after each significant revision of the CPE programs. Individuals or teams qualified in the subject matter must review programs. When it is impractical to review certain programs in advance, such as lectures given only once, greater reliance should be placed on the recognized professional competence of the instructors or presenters. Using independent reviewing organizations familiar with these standards may enhance quality assurance. (NASBA Standard No. 5.)

In order to meet this standard, IGFOA requires that the speakers credentials, instructional agenda, and presentation materials be submitted in advance of a program and reviewed by a separate qualified individual. This form should be completed by the reviewer and forwarded to IGFOA at 800 Roosevelt Road, Building C, Suite 312, Glen Ellyn, IL 60137 or scanned form forwarded to info@igfoa.org. More information about the CPE sponsor standards can be found at <http://www.learningmarket.org>.

INSTRUCTIONS

1. Please fill out the appropriate seminar information
2. Read the “Statement of Review”
3. At the bottom of the statement, print your name, sign and date.
4. Attach your resume or a brief biography.

Seminar Title: _____

Session Title: _____

Speaker(s) _____

Field of Study: _____

Program Level (circle one): Overview Update Advanced Intermediate Basic

Delivery Method: Group Live

2. Statement of Review

I hereby affirm that the aforementioned seminar content is accurate, relevant, and meets the appropriate learning objectives. The program agenda is appropriate for the subject material and program level. By signing below, I affirm that I have reviewed the Illinois GFOA program material in compliance with NASBA National Registry of CPE Sponsors guidelines.

3. Name/Title/Government or Firm: _____
(please print)

Signature: _____ **Date:** _____

4. Please attach reviewer’s resume or a brief biography.