

CPE - Continuing Professional Education

*Applies to Active Certificate Holders
(Resident and Non-resident dependent upon reporting requirements in state of residence.)*

W. S. 33-3-109(e) and **Chapter 5 of Board Rules and Regulations** govern continuing professional education (CPE). All active certificate holders who practice in Wyoming are required to complete continuing education courses. Certificate holders who maintain the certificate on an inactive or retired status are exempted from the CPE requirements until they re-enter practice. Individuals will be advised of specific CPE requirements with each renewal application.

CPE is reported at time of certificate renewal. Compliance is based on a 3-year rolling period.

For example: Holder renews certificate for 2011 (and is not a first- or second- renewal). Holder will report CPE earned in the three years leading up to renewal year – 2008, 2009 and 2010. For 2012 renewal, holder will report CPE earned during 2009, 2010 and 2011.

Current Requirements					
<i>Status</i>	<i>Total Requirement</i>	<i>Minimum CPE – Wyoming Ethics</i>	<i>Maximum Credits**</i>		
			IS	P	L
Resident Active Holder	120 credits every 3 years (at least 80 in Code A)	4 credits every three years	12	30	60
Resident Active Holder – 1st Renewal**	None	4 credits 6 months from certificate date	None		
Resident Active Holder- 2nd Renewal	60 credits past 2 years (at least 40 in code A)	4 credits	12	15	30
Non-Resident Active Holder	As required by state of residence	4 ethics credits every applicable renewal period	As required by state of residence		
Inactive Certificate Holder	None	None	None		

**** Maximum CPE credits allowable in a reporting period**

****New Resident Active Holders are not required to report CPE upon the first renewal of the certificate. Please note, however, that it is advisable that CPE be planned and completed during the first year the certificate is held to avoid the risk of non-compliance with requirements in the future. Any credits completed may be reported at the time of second renewal.**

Course Types:

O - Group/Self Study

IS - Independent Study (See definition below. Independent study is not the equivalent of self-study.)

P – Published Articles, Books, etc. – limited to no more than 25% of total renewal requirements – (Max. 30 CPE for Resident Active and 15 CPE for Resident Active 2nd Renewal)

L - Lecture or Instructor services – limited to no more than 50% of total renewal requirements – (Max. 60 CPE for Resident Active and 30 CPE for Resident Active 2nd Renewal)

Course Requirements:

66% of the total renewal requirement must be met by completing **Code A** courses:

- Accounting and Auditing
- Business Law
- Administrative Practice
- Regulatory Ethics
- Business Management and Organization

- Finance (Financial Planning)
- Management Advisory Services
- Marketing
- Economics
- Specialized knowledge and application
- Statistics
- Taxes
- Computer Science or software applications.

The balance of credits may be earned in the following **Code B** fields of study:

- Behavioral Ethics
- Communications
- Personal Development
- Personnel/Human Resources
- Other fields of study may be acceptable if the licensee is able to demonstrate the course does not qualify under an identified field but does contribute to professional competence.

Definitions:

Program Sponsor/Provider: The organization or individual responsible for setting learning objectives, creating the program materials to achieve such objectives, offering a program to participants and maintaining the documentation which demonstrates compliance with the Program Standards.

Group Course: An educational program designed to permit a participant to learn a given subject through interaction with an instructor and other participants.

Individual Course: An educational program designed to permit an individual to learn a given subject without interaction with others.

Independent Study: An educational program designed to permit an individual to learn a given subject under a learning contract with a qualified provider/sponsor. The learning contract must set forth the anticipated inputs and outcomes as well as the number of credits to be recommended at the conclusion of the program.

Credit : One fifty (50) minute period of time spent in the learning process. One-half credits - 25 minute period of time. One-half credits are permitted after the first credit has been earned. Total credits will be determined based on the sum of segments with credits rounded down to the nearest half credit when the total is not divisible by 50 (180 minutes = 3.5 credits).

General Requirements:

All holders are responsible for selecting the appropriate courses to meet their individual needs. Courses must be conducted in compliance with the Program Requirements and Program Standards as outlined in Board Rules and Regulations, Chapter 5. A program must be formal and promote professional competence in the practice of accounting. If called upon to do so by the Board, holders must be prepared to demonstrate that providers/sponsors have complied with the Program Standards.

All holders must retain either an outline or program for each course and *evidence of attendance or completion* of each course. Documentation of attendance or completion **must** be generated by a third-party to be considered acceptable.

Documentation must be retained for a period of four (4) years after the completion of the course. Failure to provide the required documentation of completion of a course will result in disqualification of the course. Refer to Chapter 5, Section 5 for examples of acceptable documentation.

Resident holders must report courses completed during the current calendar year on the **Program Attendance Record** on the reverse of the paper renewal application (for on-line renewals, there is no requirement to complete the program attendance record).

Non-resident certificate holders are not required to report courses to Wyoming so long as there is a CPE requirement with which they comply in their state of residence. (The only exception to this is that non-resident certificate holders are required to meet the requirement of a professional ethics course, an element of which must pertain to state specific statutes and board rules and regulations. See Chapter 5 Section 1 (e).) If a holder resides in a state that does not impose a CPE requirement, the holder must report hours as though he/she were a Wyoming resident.

Re-activation:

If an individual has been exempted from the CPE requirements, prior to re-entering practice and reactivation of the certificate he or she must make appropriate application and show compliance with continuing education requirements. The Board may waive the requirement to complete requirements in a given calendar year period and consider a combination of 120 hours completed within a three year period other than calendar years. All re-activation applicants must complete the 4-credit Wyoming Ethics/Statutes and Rules Course (see below) prior to re-entry.

Audit:

On an annual basis, the Board will determine the audit sample size. Individual certificates will be selected for audit by random sample. Non-resident holders are subject to the audit and will be required to show compliance with CPE requirements in their state of residence.

Wyoming Ethics (4-credit course):

All resident active certificate holders must complete four credits in ethics CPE every three years. The Board approved four-credit course shall cover Wyoming statutes and rules and such topics as ethical reasoning or standards of professional conduct including those of other applicable regulatory bodies. Please refer to the links page on the Board's website for currently approved courses and providers. All certificate holders subject to the requirement must submit certificates of completion issued by the course provider to the Board office. These may be submitted any time after the course is completed and must be submitted by no later than the due date.

Non-resident holders must, during the applicable renewal period imposed by the state where the principal place of business is located, complete four credits of continuing education in ethics covering state specific statutes and rules and such topics as ethical reasoning or standards of professional conduct including those of other applicable regulatory bodies.

When is the Ethics Course Due?

New resident certificate holders must complete an approved course within 6 months of the date of certificate issuance. Once the new resident certificate holder completes the initial ethics course requirement, the ongoing requirement is the same as for all resident certificate holders – the Wyoming ethics course **is required every three years**.

Non-residents will be required to demonstrate completion of a course in the applicable renewal period if selected for audit. Non-residents may meet this requirement if they complete any state's ethics course if that course includes a law and rules element.

Sponsor/Provider Information:

The Board frequently receives inquiries from continuing education vendors or others who provide educational seminars. Other than the portion of the ethics courses referenced above which covers Wyoming law and rules which must be approved by the Board, the Board does not involve itself in approval or disapproval of individual courses or course sponsors. Course providers must be able to demonstrate compliance with the program standards set forth in Chapter 5.

Sponsors should always provide agenda materials such as brochures or course outlines for all participants. In addition, sponsors or providers must use sign-in sheets, issue certificates of completion, or some other individual type of document which verifies attendance at the course.

Commonly Asked Questions and Answers :

Is there a maximum number of self-study courses I may use during any given renewal period?

Answer: No, independent study is limited, self study is not.

What is independent study?

Answer: Independent study is a program wherein individuals design a particular learning program - usually a one-time program - to meet a specific learning objective (such as a research project or a proprietary computer application training program). A contract between the individual and a qualified sponsor (individual or formal provider) is required. Independent study is limited to 12 credits in any three year renewal period.

Do off-the-shelf software courses such as windows applications qualify for CPE?

Answer: Yes, they qualify as Code A courses.

Do CPA Review Courses qualify for CPE credit?

Answer: Yes, credit may be claimed based on each 50 minutes of time an individual participated in the review course.

What if I'm unable to complete the required hours by December 31?

Answer: You may request an automatic 90-day extension (March 31 completion date). If more than the 90 day extension is needed, a formal request must be submitted to the Board outlining good cause for the extension.

***Note - any extension automatically subjects the certificate to audit.**

Phone the office at (307) 777-7551 if you have other CPE questions. Ask to speak with Pam Ivey. Or email Pam at pamela.ivey@wyo.gov.