



# Managing your Continuing Professional Education (CPE)



## Requirements

EY requires a minimum of 20 CPE credits per year and 120 CPE credits for the most recent three-year period for client-serving professionals.

Professionals who devote at least 25% of their time to performing an audit or who have partner-/manager-level supervision and review responsibilities must obtain eight auditing and accounting CPE credits in one year. In addition, they will need 48 credits of their required CPE every three years in subjects relating to accounting and auditing.

## Learners

Licensed CPAs have state-specific CPE requirements. Check with your state board of accountancy or <http://cpalicensing.ey.net/eyg/cpasupport.nsf> to determine your state requirements.

To ensure that your CPE credit is quickly and accurately processed:

- ▶ Sign the classroom CPE sign-in sheet.
- ▶ Legibly print your name and GPN number on the sign-in sheet.
- ▶ Check with your class sponsor or instructor to determine when the class will be submitted for processing.

Check the status of your CPE award in EY Leads (<http://eyleads>) each month to confirm that all of your credits are recorded. If you have not received CPE credit within 30 days of attendance, check with the class sponsor to ensure that CPE credits have been requested. If your history is inaccurate, call 1-800-EYHelp3 and provide the class name, date and location.

For learning taken outside of EY, access <http://eyleads.com> and from the home page select **Submit External Learning**. Complete the data entry wizard.

## Class sponsor

Sponsors must request CPE credit for attendees **no later than 30 days** after the class. Instructions and required forms can be found on the EY Leads home page in the Learning Box. Generally, the following information is needed:

- ▶ Course materials
- ▶ Timed agenda
- ▶ Subject matter resource and instructional design review and approvals
- ▶ Recommended NASBA field(s) of study
- ▶ Classroom sign-in sheets
- ▶ Course evaluation
- ▶ Instructor name and qualifications
- ▶ CPE request form

## Instructors

- ▶ Complete the Instructor portion of the CPE sign-in sheet.
- ▶ Remind participants to sign the classroom sign-in sheet and validate their personal information.
- ▶ Immediately submit the completed sign-in sheet for processing by contacting the local learning support coordinator or class sponsor.