

# CPE Reporting Certification Form

## National Association of Certified Public Bookkeepers

### Certified Accounting Paraprofessional

#### **INSTRUCTIONS AND INFORMATION**

The CPE Reporting Certification Form on the reverse side of this page must be completed and returned to NACPB by December 31. Please complete the entire Form and sign the certification at the bottom of the page. NACPB cannot guarantee the renewal of your license if the Form is not received by December 31.

#### **CPE HOURS MUST BE REPORTED ON THIS FORM. OTHER FORMS ARE NOT ACCEPTABLE.**

**Continuing Professional Education:** CAP licensees are required to complete 24 hours of approved CPE each year. Licensees must complete and return the CPE Reporting Certification Form with the CAP License Renewal Form to NACPB no later than December 31 of the following year. The licensee is responsible to obtain the forms and to report their CPE by the December 31 deadline. Failure to complete or report CPE will result in denial of renewal of the CAP license.

**Carry Forward Provision:** A licensee who completes more than 24 hours of CPE during the annual reporting period may carry forward up to 12 hours to the next succeeding reporting period.

#### **FAILURE TO COMPLY WITH CPE REQUIREMENTS**

**Failure to meet the 24 hour requirement:** An individual holding a current CAP license who fails to complete the required 24 hours of CPE by the reporting deadline (December 31) will not be allowed to renew their license unless they complete and report to the NACPB Licensing Board at least 30 days prior to their expiration date.

**Non-Qualifying or Disqualified CPE hours:** An individual who reports non-qualifying hours or who has hours disqualified by the NACPB Licensing Board shall not be allowed to renew their license unless they complete and report the required CPE to the NACPB Licensing Board, within 60 days of receiving notification by the NACPB Licensing Board of their CPE shortage.

**Waiver for Medical Reasons:** A licensee may request the NACPB Licensing Board to waive the requirements or grant an extension for continuing professional education on the basis that the licensee was not able to complete the continuing professional education due to medical or related conditions confirmed by a qualified health care provider.

**Mail Complete CPE Reporting Certification Form with the CAP License Renewal Form to:**  
[info@certifiedpublicbookkeeper.org](mailto:info@certifiedpublicbookkeeper.org).

