

Halsey Beshears, Secretary

Ron DeSantis, Governor

SELF-STUDY CPE COURSE REQUIREMENT

The Florida Board of Accountancy requires self-study continuing professional education (CPE) courses qualifying for Accounting and Auditing and Technical Business to be approved by the National Association of State Boards of Accountancy's (NASB) Quality Assurance Service (QAS) program. Self-study providers offering behavioral credit only will not be required to register with the QAS program. For information on offering self-study CPE courses, please contact NASBA at <https://www.nasbaregistry.org/preparing-to-apply/qas-self-study> or at 1-866-627-2286. Below are the steps for the Administrative Review Process, which can be found at the link above on NASBA's CPE Registry website along with the full application process.

ADMINISTRATIVE REVIEW PROCESS

1. Submit the Interest Form

Only organizations or individuals who have offered at least one educational course in the past can be considered for membership. The program does not have to have been offered for the CPA profession or awarded for CPE credit. After the complete interest form is submitted, a link to the National Registry of CPE Sponsors will be sent to the main contact. The email address is no-reply@salesforce.com. Some mail client security features may reject this address, so make sure you are able to accept messages from this address.

2. **Familiarize Yourself with the Standards and Best Practices**

Before proceeding with the online initial application, we ask that you make yourself familiar with the [Statement on Standards for Continuing Professional Education \(CPE\) Programs \(revised August 2016\)](#). These are the Standards by which your application will be measured for compliance.

The Best Practices site has been developed to assist in the development, presentation, measurement, and reporting of CPE programs. [Please visit the Best Practices site here.](#)

3: **Complete Initial Application**

The Registry application is a detailed process, and potential sponsors should take the necessary steps in providing a complete application. The National Registry provides help and support to provide guidance, including **video whiteboards, best practices, and workshops** (i.e. the Registry Summit). The online application is an intuitive and interactive interface by which you can upload all materials that are relevant for the delivery method you are seeking for approval. The application and review fees can also be paid through this secure system. The online application form will allow you to save and return to complete it at a later date. You will be prompted to supply a login and password to access the incomplete form.

You may apply for multiple instructional delivery methods (group live; group internet based; QAS self-study; nano learning; and blended learning) with one application. You will be requested to submit certain documentation and program materials for one program of each instructional delivery method for which you are applying. All of the requested documentation for the application should relate to the submitted program. For example, if the submitted course is titled, "Accounting ABCs," then all submitted materials—program materials, promotional materials, certificate of completion, evaluation form, etc.—should be for the "Accounting ABCs" program.

QAS Self Study Additional Materials:

- Course materials
- Method of CPE credit determination
- Qualified assessment and review question keys
- Supporting documentation that 75% or more of learning objectives are measured in the qualified assessment

4. **Main Contact Notified of Status**

Once you have submitted your initial application, you will receive a confirmation email.

5. Application Review Process Begins

The National Registry team reviews your application to determine if the policies, procedures, and courses are compliant with the Standards. The initial application process consists of a hands-on evaluation by the National Registry of CPE Sponsors administrative review team. Your application will be assigned to an Instructional Design Administrator. In the first step of the review process, your assigned reviewer will evaluate the administrative materials to measure against the applicable Standards.

The required documents for the application include:

- [Program List](#)

If all program offerings have not yet been determined, submit the known course offerings and remit fees based on that program offering level. If, during the year, your organization will exceed the number of program offerings included in the initial application, please contact your National Registry account administrator.

Administrative Documents

- [Administrative and content development policies](#)
- [Evaluation form \(manual distribution\)](#)
- [Evaluation form \(electronic distribution\)](#)
- [Certificate of completion](#)
- [Promotional or course announcement materials \(external\)](#)
- [Promotional or course announcement materials \(internal\)](#)

6. Request for Modifications

If there are areas of non-compliance, your Instructional Design Administrator will send you an email requesting modifications. Each element on the modification report must be addressed. If you have any questions, please contact your Instructional Design Administrator. You will have two weeks from the date of the email to submit the modified documentation and materials. You have two opportunities to make required modifications. After two opportunities to make modifications, if ANY non-compliance remains, the application will be closed.

7. Administrative Review Complete

Once your administrative documents are in compliance with the Standards, your application will move forward to the Preliminary Instructional Design Review.