Print Form

Tennessee State Board of Accountancy
CPA Application for Pre-approval of A CPE Course

This application should be completed, signed and returned to the Tennessee State Board of Accountancy (TNSBA) along with the required attachments prior to attending the CPE course/seminar.

1. Requestor Information

Name _____. License # _____.

Mailing Address _____.

City _____. State _____. Postal/Zip Code _____.

Telephone Number (____) _____. Fax Number (____) _____.

Email Address _____.

2. CPE Provider Information

Name _____.

Mailing Address _____.

City _____. State _____. Zip/Postal Code _____.

Telephone Number (____) _____. Fax Number _____.

Web Site address _____.

Contact Person _____. Title _____.

Email Address _____.

3. Course Information

Course Title _____. Date _____.

Location _____. Start Time _____. End Time _____.

Instructor Name _____.

4. Type of Organization (check applicable category)

☐ Industry Related Organization (specific organization related tothe nature of your employment

☐ Professional Organization (other than an accounting organization)

☐ Firms, partnerships and professional corporations presenting course(s).State(s) in which organization is licensed or registered :

☐ Network of accounting firms, partnerships and professional corporations presentingcourse(s). *(Attach a list of the firms and of the states where they are licensed or registered.)*

☐ Local government entity

☐ Other, *attach a description of the type and size of the organization and an explanation of how continuing education relates to its activities*

☐ This firm, company or organization will be providing four (4) hours of ethics, with one (hour) State Specific and three (3) general hours of ethics.

5. Indicate the delivery method of the course:

- ☐ Live Formal
- ☐ Audio-conference/Tele- conference
- ☐ College Course
- ☐ Self-study
- ☐ Publication
- ☐ Video- conference

6. Check the fields of study which apply to your course.

- ☐ Accounting and Auditing
- ☐ Consulting Services
- ☐ Ethics
- ☐ Management
- ☐ Personal Development
- ☐ Specialized Knowledge and Applications
- ☐ Taxation
- ☐ Specify if not listed

7. Has the organization been approved as a course provider by NASBA

☐ Yes ☐ No If yes, specify the sponsor/registration identification number

8. Materials to be submitted:

- **CPE Course Exemption Application**
- **Promotional Brochure**
- **Attach a statement on how this course relates to your practice of public accountancy as per Rule 0020-5.04 (1) (a). Describe how the course contributes to the professional and technical competency of a CPA in public practice.**

9. Requestor Agreement. The licensee completing the application agrees:

- **To abide by the rules and requirements of the Tennessee State Board of Accountancy as prescribed in Rules 0020-5 Continuing Professional Education**
- **To request this exemption only once per reporting period**
- **The course if approved can only be used for up to 16 non-technical CPE hours**
- **Review and approval of this course must be obtained prior to attending.**
- **The licensee completing this application understands that failure to comply with this Agreement, or failure to meet Tennessee State Board of Accountancy Rules and Regulations, may result in the termination of this Agreement by Tennessee State Board of Accountancy, and CPE penalty hours or other disciplinary action by the Board against your license , notice of such termination may be given to other state boards of accountancy.**

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APPLICANT SIGNATURE PRINTED/TYPED NAME OF APPLICANT Date

Mail completed and signed form and required attachments to:
Tennessee State Board of Accountancy
Attn: Brenda Demastus
Davy Crockett Tower
500 James Robertson Parkway
Nashville, TN 37243-1141