

# Continuing Professional Education (CPE) Summary Worksheet

# Board of Accountancy Washington State



Name: \_\_\_\_\_

Do not send this to the Board unless otherwise notified.

Use this optional worksheet to list each CPE course you have completed to meet the Board's CPE requirements. We recommend you keep this worksheet with your supporting documentation for a minimum of three years. Be sure to verify your CPE requirements based on your status or the type of application submitted.

(PLEASE PRINT OR TYPE)

#	Date of Completion	Sponsoring Organization	Course Title	Participant Credit		Instructor Credit (max 72)		WA Ethics	
				Tech	Non-Tech	Tech	Non-Tech		
#1			<b>BOARD APPROVED WASHINGTON ETHICS COURSE</b>					<b>4</b>	
#2									
#3									
#4									
#5									
#6									
#7									
#8									
#9									
#10									Total of All Hours
Totals									

- Licensees are limited to 24 non-technical CPE credit hours.
- A maximum of 72 CPE credit hours are allowed for preparation and presentation during each CPE reporting period for Instructional Credit.
- Licensees and Certificateholders are required to complete 4 CPE hours in Board approved ethics applicable to the practice of public accounting in Washington State.

THE BOARD ADVISES YOU TO KEEP DETAILED COPIES OF ALL DOCUMENTATION SUBMITTED FOR YOUR RECORDS.

Revised September 2011