

**CHAPTER 6**  
**CONTINUING PROFESSIONAL EDUCATION**  
**Sections 12-2-119 and 12-2-123, C.R.S.**

**6.1 INTRODUCTION**

All CPAs should participate in learning activities that maintain and/or improve their professional competence. A CPA's field of employment does not limit the need for Continuing Professional Education ("CPE"). CPAs performing professional services need to have a broad range of knowledge, skills, and abilities. Thus, the concept of professional competence should be interpreted broadly. Accordingly, acceptable CPE encompasses programs contributing to the development and maintenance of both technical and non-technical professional skills. It is the responsibility of the certificate holder to be aware of and comply with all CPE requirements set forth in Chapters 5 and 6 of these rules.

**6.2 CPE STANDARDS**

Certificate holders, program sponsors, and program developers must follow the Joint AICPA/NASBA Standards for Continuing Professional Education (CPE) Programs, which were in effect July 14, 2006 ("Joint Standards"). This rule does not include later amendments to or editions of the Joint Standards.

**6.3 SUBJECT MATTER**

The following are acceptable subjects for CPE courses as defined by the NASBA CPE Fields of Study, which were in effect July 14, 2006 ("Fields of Study"):

Accounting	Behavioral Ethics
Accounting (Governmental)	Communications
Auditing	Personnel/HR
Auditing (Governmental)	Personal Development
Administrative Practice	Computer Science
Social Environment of Business	Economics
Regulatory Ethics	Mathematics
Business Law	Production
Business Management and Organization	Specialized Knowledge and Applications
Finance	Statistics
Management Advisory Services	Taxes
Marketing	

This rule does not include later amendments to or editions of the Fields of Study.

**6.4 AVAILABILITY OF MATERIALS INCORPORATED BY REFERENCE**

The public should contact the Board's Program Director at 1560 Broadway, Suite 1350, Denver, Colorado 80202, (303) 894-7800, or [accountancy@dora.state.co.us](mailto:accountancy@dora.state.co.us) to examine the Joint Standards and Fields of Study, incorporated by reference in Rules 6.2 and 6.3 respectively. Copies of these materials may also be examined at any state publications depository library.

## **6.5 CPE RECORDS RETENTION**

As set forth in the Joint Standards, the certificate holder is responsible for accurate reporting and documentation of all CPE hours completed. Certificate holders must retain appropriate documentation for a minimum of five years from the end of the year in which the CPE was completed. Appropriate documentation includes:

1. name and contact information of CPE program sponsor,
2. title and description of content,
3. date(s) of program,
4. location of program,
5. number of CPE credits completed, and
6. certificate of completion or other verification supplied by the CPE program sponsor (for additional examples of acceptable evidence of completion, see the Joint Standards Section 200.11).

## **6.6 HARDSHIP EXCEPTIONS**

A certificate holder seeking an exception to the CPE requirements must submit a written request and evidence of good cause to the Board. The Board shall decide on a case-by-case basis whether good cause has been demonstrated to make an exception to CPE requirements in accordance with Section 12-2-119(8), C.R.S.

## **6.7 CPE COMMITTEE**

- A. The Board may appoint a committee that may audit the CPE records of certificate holders on a sample or complete basis to verify compliance with the requirements set forth in Chapters 5 and 6.
- B. Upon notice from the Board, a certificate holder shall provide all documents and information requested regarding CPE compliance within 60 days of the Board's notice.

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

- A. If the Board finds that a certificate holder has failed to comply with the CPE requirements set forth in Chapters 5 and 6, the certificate holder shall have 90 days from the mailing of the notice of such finding to:
  1. provide further evidence that the hours completed meet the CPE requirements established by these rules;
  2. provide documentation of having completed additional CPE hours during the reporting period; or

3. cure the deficiency by completing the required number of CPE hours. Such hours shall be counted only toward curing the deficiency and shall not be counted toward the CPE requirements for a subsequent reporting period.
- B. If the Board finds that a certificate holder has failed to comply with the CPE requirements set forth in Chapters 5 and 6, the Board may include the certificate holder in the CPE audit of a subsequent reporting period.

## **6.9 EFFECTIVE DATE**

The revisions to Chapter 6 adopted by the Board on October 28, 2009, shall take effect on January 1, 2010.