ATTENDANCE POLICY FOR GROUP-LIVE and GROUP INTERNET BASED EVENTS FOR CONTINUING PROFESSIONAL EDUCATION (CPE) CREDIT HOURS

Updated as of September 26, 2024

Purpose
This summarizes our policies on how attendance is tracked in compliance with NASBA's Continuing Professional Education (CPE) standards.

Attendance Requirements
Participants are required to attend the full duration of each program session to earn the suggested CPE credits for that session.

Late Arrivals or Early Departures
Participants arriving late or departing early from a session may only claim CPE credit for the time that they were in attendance. Credit must be prorated based on the amount of time missed.

Documentation and Accountability
The sponsor will track and document participant attendance using sign-in sheets or electronic time-tracking systems, as required by NASBA standards. CPE credits will be calculated based on actual attendance.

By adhering to these policies, the sponsor ensures compliance with NASBA's CPE standards and provides transparency in attendance tracking.

QUESTIONS? Please contact the ERM Initiative at erm_initiative@ncsu.edu or call 919-513-0901.