



State of Tennessee
Department of Commerce and Insurance
Tennessee State Board of Accountancy
500 James Robertson Parkway
Nashville, TN 37243-1141
615-741-2550 or 888-453-6150

State Specific Ethics CPE Application

Complete this cover sheet and attach information required on page 2. Mail completed packet to address above.

Organization/Individual Information:

Name: _____ License No. _____

Contact: _____

Mailing Address: _____

City

State

Zip

Phone : _____

Fax: _____

E-Mail: _____

Web: _____

Course Information:

Delivery Method:

_____ Live Format

_____ Video-Conference

_____ On-Line

Number of hours * state specific education: _____

* (Based on 50 min = education hour)

Signature

Date

Revised 10/23/09

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Materials to be submitted with application:

1. Course outline based on the three modules of instruction at the bottom of this page
2. Promotional Brochure
3. Resume(s) of Instructor(s)
4. Anticipated schedule of presentation(s)

Modules of Instruction

Module I

- Licensing Requirements
 - Renewal of Licenses
 - Interstate Practice
- Continuing Education
 - Basic Requirements
 - Qualifying Programs
 - Failure to Meet Requirements

Module II

- Professional Conduct
 - Independence
 - Integrity and Objectivity
- Contingent fees, Commissions & other Considerations
- Competence
 - Compliance with Standards
 - Accounting Principles
- Confidential Client Information
- Records
- Discreditable Acts

Module III

- Peer Review
 - Basic Requirements
 - Results
- Complaints
 - Prohibited Activities
 - Disciplinary Actions
 - Settlement Guidelines

The Tennessee Board of Accountancy can only approve state specific ethics courses. All other courses are either taught by an exempt organization as defined in Rule 0020-5-.05(3) or approved by NASBA and appear on their Registry or the Tennessee Roster.

Revised 06/04/09

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