

17 CAR § 236-1204. Programs that qualify.

(a)(1) A program qualifies as acceptable continuing education if it is a formal program of learning that contributes directly to the professional competence of an individual licensed to practice as a certified public accountant.

(2) The responsibility for substantiating that a particular program meets the requirements of this section rests solely upon the licensee.

(b) Continuing education programs requiring attendance will qualify only if:

(1) An outline of the program is prepared in advance and preserved;

(2)(A) The program is at least one-half (1/2) hour (twenty-five-minute period) in length, excluding meal time and business session.

(B) Credit shall be based on contact hours.

(C) A fifty-minute period will be considered as being equal to one (1) hour.

(D) Hours devoted to preparation by the participant shall not be counted as a contact hour.

(E)(i) A licensee may earn a maximum of four (4) hours of CPE each year by completing nano learning courses.

(ii) A nano learning course is a tutorial program designed to permit a participant to learn a given subject in a ten-minute increment using electronic media and without interaction with a real-time instructor.

(iii) For purposes of calculating nano learning CPE credits, one (1) CPE hour shall consist of five (5) ten-minute courses.

(F) Except for nano learning courses, credits must be earned in one-fifth (1/5) hour (ten-minute) increments after the initial one-half (1/2) hour (twenty-five-minute) period;

(3)(A)(i) The program is conducted by a qualified instructor.

(ii) A qualified instructor or discussion leader is anyone whose background, training, education, or experience makes it appropriate for her or him to lead a discussion on the subject matter of the particular program.

(B)(i) A lecturer or discussion leader shall be afforded CPE credit for

preparation and presentation of a program for twice the number of CPE hours applicable for participants to the extent that the program contributes to the professional accounting competence of the licensee.

(ii) Such credit does not pertain to the teaching of academic courses or other CPE courses that do not meet the criteria of subsection (a) of this section.

(C) Repetition of the same course material in the same year will not be allowable for credit as continuing education;

(4) A record of registration or attendance is maintained; and

(5) The sponsor of the program is either approved registered or exempt from registration pursuant to the provisions of 17 CAR § 236-1205.

(c) The following are recognized as programs that qualify, provided subsections (a) and (b) of this section are met:

(1) Programs or seminars sponsored by accredited higher educational institutions, government agencies, NASBA, and professional organizations of certified public accountants;

(2) Technical sessions at meetings of recognized national and state accounting organizations and their chapters;

(3) In-firm education programs; and

(4)(A) University or college courses offered by accredited institutions through classroom, correspondence, or distance learning.

(B) Courses taught must be upper-level college courses and may only be used for CPE one (1) time in a three-year period.

(C)(i) For credit courses, each semester hour of credit shall equal fifteen (15) hours towards the requirement, and a quarter hour credit shall equal ten (10) hours.

(ii) For noncredit short courses, credit is computed by contact hours.

(d)(1) Individual study programs, distance learning, independent study, and self-study for which evidence of satisfactory completion is issued by the provider organization prior to January 1 of the year for which the licensee is being renewed.

(2)(A) The Arkansas State Board of Public Accountancy shall accept the hours

of continuing education credit recommended by the provider organization (subject to the constraints of subdivision(b)(2) of this section).

(B) NASBA's Quality Assurance Services (QAS) hours will be accepted if the course is QAS registered.

(3) Sponsors of such programs, excluding those offered by providers listed in subsection (c) of this section, must be registered or exempt from registration pursuant to the provisions of 17 CAR § 236-1205, see subsection (f) of this section.

(e) Articles, books, or CPE programs, as indicated in 17 CAR § 236-1202(1), may qualify for self-declared CPE credit if the article, book, or CPE program contributes to the professional competence of the licensee and has been formally accepted for publication in writing prior to the effective date of the license year, see subsection (f) of this section.

(f) Combined credit awarded in subsections (d) and (e) of this section shall not exceed eighty percent (80%) of the total CPE hours required.

(g)(1) Acceptable continuing education will not include any education leading to completion of the requirements to acquire a CPA license.

(2) Included in this category is any:

(A) Academic work necessary to qualify to take the CPA examination per 17 CAR § 236-303(b); and

(B) CPA review course or courses offered for the specific purpose of preparing to take the CPA examination.

(h) Continuing education programs accepted in other jurisdictions that have a sponsor review program will be accepted.

(i)(1) A nonresident licensee seeking renewal of their license shall be determined to have met the CPE requirement by meeting the CPE requirements for renewal of a certificate/license in the state in which the licensee's principal place of business is located.

(2) All active licensees, regardless of residence, must complete one (1) hour of Arkansas Ethics CPE as authorized by 17 CAR § 236-1203(a)(3).

(3) Nonresident licensees may be asked to demonstrate compliance with the

CPE renewal requirements of the state in which the licensee's principal place of business is located through a CPE audit, as authorized by 17 CAR § 236-1206(c).

(4) If a nonresident licensee's principal place of business state has no CPE requirements for renewal of a certificate/license, the nonresident licensee must comply with all board CPE requirements for renewal of their Arkansas license.

(j)(1) Specialized knowledge courses are those courses that are related to a concentrated, specialized skill set.

(2) This field of study also includes subjects related to specialized industries, such as:

(A) Not-for-profit organizations;

(B) Health care; or

(C) Oil and gas.

(3) Specialized knowledge courses may not be used to meet the content CPE requirements of 17 CAR § 236-1203(b).

(k) Programs in the following subject areas are not acceptable continuing education:

(1) Spirituality;

(2) Personal health and/or fitness;

(3) Sports and recreation;

(4) Foreign languages and cultures; and

(5) Other subjects which will not contribute directly to the professional competence of the licensee.