

Most states require Continuing Professional Education (CPE) for CPAs to maintain active licenses. The fundamental purpose of Continuing Professional Education (CPE) is to maintain and/or increase professional competence. NASBA serves as a forum for the 54 U.S. boards of accountancy, and sponsors a variety of programs and services designed to enhance the effectiveness of its member boards, including the CPE Sponsors program, which recognizes sponsors who offer CPE in accordance with nationally recognized standards. *To learn more about NASBA and their CPE program, visit [www.NASBA.org](http://www.NASBA.org) or e-mail [CPE@NASBA.org](mailto:CPE@NASBA.org).*

## What is Johns Hopkins' affiliation with NASBA?

Johns Hopkins has licensed e-courses from Skillsoft, which is registered with NASBA as a sponsor of CPE courses (Sponsor ID: 106191). Skillsoft's NASBA-approved courses have been assigned the "Overview" program level, indicating that they provide a general review of a subject area from a broad perspective and may be appropriate for professionals at all organization levels. These courses are available to you as a full- or part-time employee of Johns Hopkins. *Individuals seeking CPE credits should contact the state board in which they hold their CPA license to determine the board's CPE requirements.*

## How are CPE Credits Determined by NASBA?

CPE credits are measured by program length, with one 50-minute period equal to one CPE credit. One half-credit increments (equal to 25 minutes) are permitted after the first credit has been earned and time is rounded down to the nearest full or half credit hour. CPE credit for self-study programs, such as Skillsoft courseware, is based on the results of pilot tests conducted to determine average completion time.

State boards of accountancy have final authority on the acceptance of individual courses for CPE credit, and Skillsoft's CPE Registry sponsorship alone does not guarantee that its courses are valid for CPE credits in all states. It is important for learners to check with their state boards to confirm the board's CPE requirements.

## Requirements to Receive CPE

- Course must be "Compliant" at time it is started.
- Course must be taken in full, which means all topics must be accessed. Pre-assessment feature cannot be used when taking courses for CPE.
- Course must be completed within one year of first access.
- Score of 70% or greater

## How Do I Obtain My Certificate of Completion?

As a member of the NASBA Registry of CPE Sponsors, Skillsoft has a responsibility to verify that CPE requirements are met, issue a certificate that includes certain NASBA required information, and maintain course and certificant records for five years. NASBA certificates of completion are not the same as a general certificate of completion.

To receive a certificate, complete the online Certificate Request Form:

<http://www.skillsoft.com/CertificateRequest/>

Follow the on-screen instructions to submit your backup information to validate the successful completion of your course. You will not receive a certificate without first submitting the supporting documentation.

If you have completed a course that you believe to be NASBA approved and it does not appear on the online form, contact the certificate processing office at:

[certificaterequests@skillsoft.com](mailto:certificaterequests@skillsoft.com)

If you have any questions or complaints, contact:

[cpe@skillsoft.com](mailto:cpe@skillsoft.com)