The Annual Continuing Professional Education (CPE) Requirement (10/01/2020)

Please refer to 21 NCAC 08G, Continuing Professional Education (CPE), for complete information about the annual CPE requirement.

**CPE COMPLETION PERIOD**

**JANUARY 1**

**DECEMBER 31**

**CPE COMPLETION PERIOD = 1/1 TO 12/31 ANNUALLY**

**CPE REPORTING/LICENSE RENEWAL DEADLINE**

**JUNE 30**

**GENERAL CPE REQUIREMENTS**

<table>
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<th>40 hours (2,000 minutes) annually</th>
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- The number of hours (minutes) required is prorated if licensed after March 31 of the current year.
- To claim credit for a course or activity, you must complete the course/activity and receive a Certificate of Completion.

Each course or activity claimed for CPE credit must:

- **INSTRUCTING/ PREPARATION/PRESENTATION CREDIT**
  - Increase your professional competency,
  - Be in an approved field of study (nasbaregistry.org/the-standards), and
  - Comply with 21 NCAC 08G .0401.

**ETHICS REQUIREMENTS**

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<th>1 hour (50 minutes) annually</th>
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- Must be a course or activity in regulatory or behavioral professional ethics and conduct.
- Must be offered by a sponsor in good standing on the National Registry of CPE Sponsors (nasbaregistry.org).

New licensees (licensed in the current year) who completed the accounting law course in the current year may use one hour (50 minutes) of that course to satisfy the ethics requirement for the current year.

**CPE CREDIT LIMITATIONS**

- **20 Hours (1,000 MIN) INSTRUCTOR CREDIT**
  - Credit is limited to 1,000 minutes annually
  - The course must be above the level of accounting principles
  - Calculated by converting the college credit hours to minutes using a specific formula
- **20 Hours (1,000 MIN) PREPARATION/PRESENTATION CREDIT**
  - Credit is limited to 1,000 minutes annually
  - Credit is equal to the number of minutes spent preparing or presenting
  - Includes authoring or conducting a technical review
- **20 Hours (1,000 MIN) COLLEGE COURSE CREDIT**
  - Credit is limited to 1,000 minutes annually
  - Calculated by converting the college credit hours to minutes using a specific formula
  - Includes authoring or conducting a technical review
- **10 Hours (500 MIN) AUTHORSHIP CREDIT**
  - Credit is limited to 500 minutes annually
  - Credit is equal to the number of minutes spent writing the article or book
  - No credit for client or business newsletter

- Instructor credit, preparation/presentation credit, college course credit, or a combination of those credits can equal no more than 50% of the required CPE credits (21 NCAC 08G .0409(i)).

**CPE CREDIT CALCULATIONS**

- **INSTRUCTING/ COMPLETING COLLEGE COURSE**
  - One semester hour of college credit equals 15 hours (750 minutes)

- **GROUP ACTIVITY**
  - Contact minutes as determined by the sponsor

- **SELF-STUDY**
  - Minutes needed to complete the activity as determined by the sponsor

- **NANO LEARNING**
  - Contact minutes incorporated in all the learning formats in the blended learning activity

**EXEMPTIONS FOR NON-RESIDENT LICENSEES**

- Non-resident licensees may satisfy the annual CPE requirements in the jurisdiction in which they are licensed and currently work or live. If the jurisdiction in which they are licensed and work or reside does not have an annual CPE requirement, they must meet North Carolina’s requirements.

- **CARRY-FORWARD CREDIT**

A maximum of 20 hours (1,000 minutes) may be carried forward from one reporting period to the next reporting period.

**NOTE:** The ethics requirement cannot be met using carry-forward credit.

**MISCELLANEOUS**

Each CPA must keep records (Certificates of Completion) that support the CPE credits claimed for the current year and each of the four prior calendar years.

If you don’t complete the CPE requirement before the end of the previous calendar year but complete it by June 30, you can renew your license. If it’s the first time in a 5-calendar year period that you missed the deadline, you may receive a Letter of Warning. Under 21 NCAC 08G .0406, if you miss the deadline twice in a 5-calendar year period, the Board may deny your license renewal for at least 30 days and until you meet the reinstatement requirements in 21 NCAC 08J .0106.

If you have questions about the annual CPE requirement, please contact Cammie Emery at cemery@nccpaboard.gov or Buck Winslow at buckw@nccpaboard.gov.

Non-resident licensees with a primary office in North Carolina must meet the North Carolina ethics requirement. All other non-resident licensees may meet the ethics requirement by completing the ethics requirement in the jurisdiction in which they are licensed and work or live. If the jurisdiction in which they are licensed and work or reside does not have an ethics requirement, they must meet North Carolina’s ethics requirements.

To check your CPE carry-forward, search for yourself using the “Find CPA/CPA firm” link on the website, nccpaboard.gov. When your record displays, click the “details” link to view your CPE carry-forward.