

# Continuing Education Checklist for Non-ASPPA Professional Organizations and Agencies

Please read carefully.

ASPPA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors for its "group-live" events (conferences). NASBA has final authority on the acceptance of individual courses for CPE credit. **Please refer to the ASPPA Web site for a listing of conferences approved by NASBA for CPE credit.**

ASPPA conferences are also designed to offer Enrolled Actuaries core and non-core JBEA credit hours. Attendance verification is provided to attendees that submit the provided CE forms at the end of each session. The final decision as to applicable credit rests solely with the Joint Board for the Enrollment of Actuaries.

Successfully completed ASPPA examinations have been approved for CFP credit by the CFP Board for the following activities:

Examination	CFP Credits
RPF-1 & RPF-2	15 credits each
DC-1, DC-2, DC-3, DB, PFC-1, PFC-2, C-3 & C-4	20 credits each

Credits through PACE have also been approved for ChFC and CLU designations for the successful completion of the RPF-1 & RPF-2 (15 credits each), DC-1, DC-2, DC-3, DB, PFC-1, PFC-2, C-3 & C-4 (20 credits each).

This checklist is only intended for use by individuals who are seeking to use an ASPPA program to satisfy the CE requirements for other organizations or agencies. ASPPA does not automatically submit application for CE recognition to organizations or agencies **other than noted above**, unless a formal request is made and the following instructions have been completed.

- ▲ Contact the State/organization's CE Department to request the appropriate application forms for obtaining Sponsor and/or CE approval for a meeting, course or examination.
- ▲ Send the completed checklist and all pertinent application materials to the ASPPA office.

ASPPA will evaluate the cost and complexity of the filing process and determine whether or not it is feasible for ASPPA to apply for CE approval.

1. Program(s) for which you would like ASPPA to apply

Conference  Course  Examination

Event/Exam Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Type of credit you are looking for

CLE  CPE  Insurance  Other: \_\_\_\_\_

Event/Exam Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Organization/State Information

Governing Body: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Web site: \_\_\_\_\_

4. Indicate the deadline date for submission of the application \_\_\_\_\_

5. Application fee (if applicable) \$ \_\_\_\_\_

If filing fees are found to be cost prohibitive, ASPPA may ask that you pay the application fees.

6. Print your name, address and phone number

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Send checklist and application form to:

ASPPA  
Attention: Conferences Department  
4245 North Fairfax Drive, Suite 750,  
Arlington, VA 22203



If you have any questions, call ASPPA at 703.516.9300.

[www.asppa.org](http://www.asppa.org)