

# ASPPA CE Guidelines for Non-ASPPA-Sponsored Seminars

## Attendee (ASPPA Member) Requirements

1. Attend programs or seminars which fall within the definition of acceptable subject matter.
2. Receive and retain written verification of attendance provided by sponsor. Use the [standardized ASPPA Attendance Verification Form](#) or a computer generated verification form. Written verification should include the following information:
  - sponsor's name (and signature of registrar)
  - program (topic) title
  - name and address of attendee
  - number of hours of instruction
  - date of program (50 minutes = one hour; 15 hours maximum)
3. Retain outline/written material provided by program sponsor for a minimum of four years following the end of the CE cycle.
4. Complete the [Continuing Education Program Reporting](#) or use the [on-line reporting template](#) provided by ASPPA, listing your attendance at these programs. (Do not submit backup material retained in 2 and 3 above unless specifically requested to do so upon audit of your submitted CE form. You should retain these materials for a period of four years following the end of the CE cycle.)

## Sponsor Requirements

1. The organization offering the program must fall within the following definition of an acceptable sponsor for a non-ASPPA meeting:
  - A. A nationally recognized professional society or other nonprofit association
  - B. A college or university
  - C. An organization or company (other than your own) that provides educational programs and meetings to employee benefits professionals
2. The subject matter covered at the program must fall within the definition of acceptable subject matter.
3. The computation of CE credit is based on acceptable subject matter on a 50 minutes equals one CE hour basis (maximum of 15 hours allowed per program).
4. Prepare and distribute a detailed outline of the program topic(s) to each ASPPA attendee.
5. Use the [ASPPA Attendance Verification Form](#) or a computer-generated verification form to provide written verification of attendance to each ASPPA attendee. Include:
  - sponsor's name (and signature of registrar)
  - name and address of attendee
  - program (topic) title
  - number of hours of instruction
  - date of program (50 minutes = one hour; 15 hours maximum)

Note

There is no pre-approval process for non-ASPPA-sponsored seminars. We ask that the attendee (ASPPA member) and the sponsor of the program comply with the guidelines or requirements as described above. Provided the above criteria are met, the sponsor may make the statement that its program “is designed to meet the CE requirements of the ASPPA CE program.”

There is no requirement that the speaker or instructor be an ASPPA credentialed member. The use of audio or video tapes, in lieu of a speaker or instructor, is an acceptable program format. ASPPA members who have questions about non-ASPPA-sponsored seminars may contact the [ASPPA Membership Department](#).