

**INITIAL APPLICATION PACKAGE
CE-RR-1 (01/19)
REGULATORY REVIEW COURSE**



California Board of Accountancy
2450 Venture Oaks Way, Suite 300
Sacramento, CA 95833

phone: (916) 263-3680 fax: (916) 263-3675 web: www.cba.ca.gov



REGULATORY REVIEW COURSE
CONTACT INFORMATION APPLICATION

Please provide all requested information listed below. The public portion of this information will be posted on the Board's Web site with the list of approved Regulatory Review courses. Please send written notification to the Board's Continuing Education (CE) Analyst if there are any changes to the information.

PUBLIC CONTACT INFORMATION

Name of Organization:

Address:

City: State: Zip Code:

Telephone Number To order the course: Fax Number:

Toll-Free number (if available):

Web site address (if available):

Name and title of contact person to be placed on approval list:

The information in the gray-shaded box below is for Board use only, and will not be placed on the Board's Web site.

Form with two columns: Contact Information and Internal Use Only. Fields include Name, Telephone Number, E-mail Address, Address where correspondence should be sent, City, State, and Zip Code.



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REGULATION REVIEW COURSE MATERIALS CHECKLIST

You must complete the checklist below and clearly identify and submit the necessary information.

✓ **COURSE MATERIALS**

Regardless of presentation method, all of the below materials must be submitted and clearly identified for your Regulatory Review course to be considered.

- Education Goals**
- Learning Objectives**
- Course Syllabus**
- Course Text (If none, submit any hand-out or informational material provided to participants.)**
- Current copy of the California Accountancy Act and California Board of Accountancy Regulations**
- Explanation of the method used to ensure information reflects the most current statutes and regulations.**
- Review of current statutes and regulations specific to the practice of public accountancy and how they relate to licensees in the practice of public accountancy.**
- Review of disciplinary actions taken by the California Board of Accountancy**
- Sample certificate of completion**

Certificate must include the following: (1) space for the Regulatory Review course approval number; (2) the school, firm, or organization providing the course; (3) title of the course; (4) name of licensee; (5) date of completion; (6) number of continuing education hours granted for completion; (7) verification by a program provider representative such as a signature or seal.

✓ **LIVE PRESENTATIONS / GROUP INTERNET-BASED PROGRAMS (WEBCAST)**

The following material only need be submitted for a Regulatory Review course offered via a live presentation or webcast program.

- Sample form used to record attendance (live presentations)**
- Sample materials used to record attendance (webcast programs)**
 These materials must include the attendance monitoring devices used (such as polling, questions, or surveys), and the intervals in which the monitoring devices will employed.
- Course presentation schedule**

✓ **SELF-STUDY PROGRAMS**

The following materials only need be submitted for a Regulatory Review course offered via a self-study format.

- Pre-testing documentation**
 Pre-testing documentation from a minimum of four current, active Certified Public Accountants simulating the manner in which the course will be completed and showing the length of time spent by each participant to complete the course.
- Copy of the final test and answers**
 Self-study courses require a test with a minimum passing score of 90 percent given at the conclusion of the course.



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REGULATORY REVIEW COURSE CERTIFICATION AND COMPLIANCE AGREEMENT

This agreement must be signed and returned with the application for course approval.

I certify that the statements, answers, and representations in this agreement, the application material, and any supplemental statements, are true and accurate, including the following:

1. I have read Sections 87.8 and 87.9 of the California Board of Accountancy Regulations specifying continuing education in Regulatory Review and agree to comply with requirements pertaining to providers, course approval and content.
2. I authorize the California Board of Accountancy to review relevant records and to audit any course to ensure compliance with the requirements of Section 87.9 at any time during the approval term.
3. As the provider, I agree to the following:
 - a. to be the responsible party for all presentations.
 - b. to retain required records for a period of eight years, including course outlines and accurate participant attendance records (course completion), and, in the case of self-study courses, test scores.
 - c. to provide certificates of completion as described in Section 89(b) of the California Board of Accountancy Regulations, and that the certificates must contain the course approval number.
 - d. to be responsible for the quality and content of the course by requiring and ensuring that the course be regularly updated to reflect current information.
 - e. to comply with the provisions of Section 17500 of the Business and Professions Code, Division 7, Part 3, Chapter 1, regarding false or misleading advertising.
4. I am the program provider representative authorized to sign this Certification and Compliance Agreement.

Course Title

Authorized Signature

Date

Print or Type Name

Position

Company



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REGULATORY REVIEW COURSE SELF-STUDY PRE-TESTING FORM

Regulatory Review courses must be a minimum of two 50-minute CE hours in length. Prior to approving the course, a provider must pretest the course to ensure an average completion time of two 50-minute CE hours. The Board requires that the provider solicit a minimum of four current and active Certified Public Accountants, to study the course material and take the examination at the conclusion of the course. Please have each tester complete this form (reproduced as needed) and submit it with your application.

Provider

Name: _____

Course Title: _____

Name: _____

Total time it took to complete this course (in minutes): _____

Level of Difficulty:

1. *Easy* 2. *Moderate* 3. *Difficult*

By signing my name below, I state that I am independent of the group that developed the above-named course. The course provider did not notify me prior to taking the course and completing the examination of the proposed completion time.

CPA License #

State of Licensure

Printed Name

Telephone Number

Address

Signature

Date