



Exhibit A

TMA Certification Program

Continuing Professional Education Guidelines

What Qualifies as Continuing Education?

Educational programs and activities recorded as continuing education units (CEUs) should be in subjects pertaining to the fields of turnaround management and broadly defined business and law topics, accounting and finance, and taxes. In rare exceptions, CEUs may also be granted in cases where the educational program provides skills necessary for the conduct of specific assignments. Activity associated with committee/board meetings, business meetings, or networking/social events shall not confer credit.

Group Programs

- University and college courses offered either for credit or noncredit.
- Training programs organized by your company, including courses, seminars, and workshops.
- Programs presented at conferences, conventions, meetings, workshops, and internet or webinar seminars by professional organizations and associations.

Personalized Programs

- Self-study courses and educational materials, such as workbooks, videotapes, audiotapes, computer programs, and study guides, etc., which are acquired from a vendor.
- Reading business books focusing on accounting, management, human resources, etc.

Other Professional Activities

- Activities conducted before business-related groups, such as a speaker, group leader, moderator or instructor.
- Developing content related to broad business, legal, accounting and finance, taxes, and turnaround management topics that appears before the general public, such as publishing articles and books or appearing on television, radio, podcasts, webinars, or on other platforms.

Calculating CEUs

These guidelines are designed to provide an equitable accounting of Continuing Education Units (CEUs) earned through a variety of educational offerings.

One CEU is granted for each 50 minutes of *Group Programs*, as previously defined. Time awarded for conferences and conventions is calculated by adding the minutes spent in various sessions that have been attended and then dividing that total by 50. **Attendance record-keeping is the individual responsibility of each CTP or CTA. TMA Global and TMA chapter education events confer CEUs for CTPs and CTAs—TMA Global or the chapter will provide certificates of attendance.** Most vendors/organizations have forms prepared to document the minutes or hours of educational content contained in their programs. Company-sponsored programs should document CEUs earned by including a short listing of sessions and their schedules.

University or college credit courses relevant to turnaround management earn 14 CEUs per semester hour and 10 CEUs per quarter hour. Noncredit courses earn half of what is awarded for credit courses per hour. For example, a course taken for three credits in a semester would qualify for 42 CEUs: (14 CEUs per semester credit x 3 credits = 42 total CEUs). CTPs and CTAs must report if the course was taken for credit or noncredit and if it was taken in a semester or a quarter. Verification of completion of the course must also be obtained.

Educational efforts in *Personalized Programs*, as previously defined, should rely on the vendor's estimate of the average time, in minutes, required to complete the program. These minutes, when divided by 50, equal the number of CEUs awarded. If such information is not available, the CTP or CTA can substitute the number of minutes actually spent using the program based on his/her own estimate. *Personalized Programs* must have been completed when the documentation of CEUs is made or the relevant attestation is submitted to TMA.

Reading a business book may qualify for five CEUs when a *Continuing Education Book Review Form* (Form 3) is completed; one CEU may be granted when the *Continuing Education Book Review Form* is not completed.

Total credits granted for *Personalized Programs* may not exceed 15 in the two-year continuing education reporting period.

Presentations, as previously defined in *Other Professional Activities*, earn one CEU for every 50 minutes of presentation time, and two additional CEUs per 50 minutes for advance preparation the first time the program is conducted. One additional unit per 50 minutes is awarded for advance preparation for subsequent offerings of the same program. A program may not confer credit more than once each year. Thus, during the two-year continuing education reporting period, a program could be listed twice.

CEUs earned for published work, as previously defined in *Other Professional Activities*, earn one unit for each one hour of effort, up to 10 CEUs, provided that the material is published. These CEUs may only apply during the year of publication. Regardless of the amount of time spent on publication activities, no more than 10 CEUs may be granted in this category during any two-year continuing education reporting period.

Reporting and Documentation

A *Continuing Education Attestation* (Form 1) should be completed and submitted within one month of the conclusion of the certificant's reporting period. This form should *not* be accompanied by documentation that supports the credits claimed, rather it is the responsibility of all CTPs and CTAs to retain any continuing education-related documentation for at least six months following the close of the two-year reporting cycle. These documents include, but are not limited to, Certificates of Completion provided by the event sponsor or vendor, copies of the event program or similar description supporting its qualification, published works, or Book Review Forms. Annually, TMA will audit a random sample of certificants at which time all documentation of claimed continuing education activities must be provided.

In addition, for any programs (other than TMA Chapter events) attended which do not provide a certificate of completion, a *Sponsoring Organization Certificate of Attendance Verification Form* (Form 2) should be obtained from the event sponsor and retained by the certificant as evidence of credit claimed on the *Continuing Education Attestation Form* (Form 1).

(Amended and adopted June 9, 2020)