



CTP



CTA

Exhibit B TMA Certification Program Continuing Professional Education Requirement Policies

Measurement Period: Two (2) years. The time in which CTPs and CTAs must complete their CPE credits shall be in two (2) year increments.

Hours Required: CTPs shall be required to attain thirty (30) CPE credits, including two (2) ethics CPE credits within the two (2) year period. CTAs shall be required to attain twenty (20) educational credits, including two (2) ethics CPE credits within the two (2) year period.

- CPE credits are rounded down to the nearest full or half-credit.
- Programs of less than 30 minutes in length will not be considered for CPE credit.
- Those programs approved for Ethics credit by NASBA (National Association of State Boards of Accountancy) or an individual state accounting board will automatically qualify towards the CTP/CTA ethics credit requirement. Any course that is approved for ethics for attorneys (Continuing Legal Education) will qualify towards the ethics credit requirement.

CTA Transition: The two year reporting period for CTAs (those who became CTAs during or before 2014) will begin on January 1, 2015 and will end on December 31, 2016.

New CTPs and CTAs: No CPE credits will be required of CTPs or CTAs during the initial calendar year in which they received their certification. Any credits earned during the certification year may be carried over, up to a maximum of ten credits, to the two-year period following certification.

Reporting: The last date Continuing Education Attestation Forms may be filed for the reporting period will be January 31 of the following year. For example, for the reporting period from January 1, 2015 - December 31, 2016, all attestations must be submitted by January 31, 2017.

Carryover: Excess educational credits earned in a two (2) year period, up to a maximum of ten (10) credits, may be carried over to apply to the requirements of the next two (2) year period. If you intend to include carryover credit from the preceding reporting period, you must maintain record of the prior reporting period until the current, to which the carryover is being applied, has concluded.

Ethics credit earned in excess of two (2) hours will be carried over to the next reporting cycle only when all of the general CPE requirements have been met.

Suspension/Revocation: If a CTP or CTA fails to file a Continuing Education Attestation Form for any two (2) year period, or if an audit indicates that not enough credits were earned, CTPs and CTAs will be notified that their certification has been suspended. A suspension means that the individual will not in any manner be permitted to represent him/herself as a CTP or CTA. The suspended CTP/CTA will then be granted a grace period of six months to obtain the required credits and file a new attestation on or before July 31 indicating

compliance. Upon receipt and review of the reported CPE the individual's status as a CTP or CTA shall be reinstated. **The failure to correct CPE delinquency within the six (6) month grace period will result in the revocation of the certification subject to reinstatement only as set forth in the following section.**

If there is "reasonable cause" for the inability of a CTP or CTA to obtain the required CPE credits, the CTP/CTA may provide a written explanation for consideration. "Reasonable Cause" may include circumstances such as serious and prolonged illness, active military service, family medical leave, maternity leave, etc.

Reinstatement: Those CTPs and CTAs whose certifications have been revoked may apply for reinstatement without re-applying as a new CTP/CTA only by applying within five (5) years from the date of revocation. Reinstatement applications shall be accompanied by a statement describing the applicant's experience subsequent to the time the certificate was revoked. A reinstatement fee of \$250.00 and the standard annual fee must accompany the reinstatement application.

During the year when reinstatement is requested, the applicant must have completed all unfulfilled hours of continuing professional education required for the reporting period that led to suspension and revocation. These credits cannot be applied to the period following reinstatement.

If more than five (5) years following the revocation of a CTP or CTA designation have lapsed, former CTPs and CTAs must re-apply as new candidates and are subject to the same requirements for attaining initial CTP or CTA certification. This includes completing new application materials and passing all three examinations.

When accumulating CPE credits, please refer to the following documents for guidance:

- **Exhibit A: CPE Reporting Guidelines** – outlining the types of programs that qualify for CPE and reporting and documentation rules.
- **Form 1: Continuing Education Attestation** – to be submitted at the conclusion of two-year cycle
- **Form 2: Sponsoring Organization Certificate of Attendance Verification Form** – to be obtained for events for which the sponsor/vendor does not provide a certificate of attendance. It is not required for TMA Global sponsored events, but is required for TMA Chapter events.
- **Form 3: CPE Reporting Book Review Form** – to be completed in association with books read