



South Carolina Board of Accountancy

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llr.sc.gov/acct

ANNUAL CONTINUING EDUCATION REPORT

Enter Year: _____

Requirements:

- This reporting form must be turned in to the Board office by January 31, of the year following the reporting year. Please only include certificates of completion for self-study courses. Courses to obtain other certifications are not acceptable CPE. Each licensee is responsible for maintaining his or her own CPE record. If providing a separate listing of courses, this front page must be completed or your CPE report will be returned. Forms should be submitted directly to the Board by going to: https://eservice.llr.sc.gov/DocumentSubmission/.

Select your license type: [] CPA [] PA [] AP Number: _____

Name: _____

Firm Name: _____

Address: (Street or PO Box) _____

City: _____ State: _____ Zip: _____

Country: (If foreign address) _____

Name of Employer or Firm: _____ Daytime Phone No.: _____

Fax No.: _____ Email: (Required) _____

Section A

Table with 6 columns: Summary of Hours Claimed, (A) Ethics, (B) Personal Development, (C) Self-Study, (D) All Other, Total. Rows include Carryover from previous year, Total hours from Section B, Line 1 plus Line 2, Hours applied this year, Excess hours, and Carryover hours to next year.

Instructions – Line 2: Personal development may not exceed eight hours and cannot be included as carryover. If ethics course is self-study only count once in total column.

Instructions – Line 4: Total Hours must equal 40

Instructions – Line 6: Total carryover hours may not exceed 20 hours and cannot include any self-study hours.

I acknowledge that I am responsible for maintaining my own CPE records along with any substantiating documentation for a period of five (5) years. I understand that I must have forty (40) hours applicable CPE hours per calendar year, and I can carry forward no more than twenty (20) CPE hours a year which are subject to limitations outlined in §40-2- 250(C) and Regulation 1-08.

I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in this report.

Signature: _____ Date: _____

(Signature required)

Section B

All licensees must have six (6) hours of qualified ethics CPE that includes two (2) hours in a SC Board of Accountancy-approved South Carolina ethics course. These six hours must have been earned from January 1, 2019, through December 31, 2021, which is the current 3-year reporting period for all licensees. You can only count one 2-hour SC ethics course per 3-year reporting period.

Please include a note describing any CPE courses that are limited by Regulation 1-08. A few examples are: Publishing articles or books, University or College credit or non-credit courses (must be accounting topics), Teacher of University or College undergraduate or graduate courses, Instructors or discussion leaders of qualified CPE programs.

Credit Hours: 1 credit hour for each 50 minutes. Half hour segments (25 minutes) will only be accepted after the first hour is earned. When total minutes are greater than 50, but not divisible by 50, the credit hour granted will be rounded down; 140 minutes = 2.5 hours.

Personal Development: Subjects related to the general development of personal skills including, but not limited to: Principle-Centered-Leadership, Career Planning, and Time-Management.

SELF-STUDY GUIDELINES: Only Quality Assurance Services (QAS) approved self-study courses will be accepted provided it satisfies the requirements to contribute directly to the professional competence of your license (subject to program limitations.) Self-study cannot have any carryover hours and are limited to 20 hours per calendar year.

Use one line for each seminar or course completed.

Name of Sponsor and Location of Program	Title of Course	Principal Instructor	Date Attended (dd/mm/yy)	Ethics	Personal Development	Self-Study	All Other Subjects	
				A	B	C	D	Total

Total of Personal Development column may not exceed 8 hours
 Total of Self-Study column may not exceed 20 hours

**(This page may be photocopied, if additional space is needed.)
Exact computer-produced duplicates will be accepted—if signed.**