

**Washington: 24 Hour Limit on Non-Technical Subjects**

**Rule Citation:**

4-30-132 (5): Subject areas: Programs dealing with the following general subject areas are acceptable so long as they meet the standards in subsection (1) of this section: (a) Technical subjects include: (i) Auditing standards or procedures; (ii) Compilation and review of financial statements; (iii) Financial statement preparation and disclosures; (iv) Attestation standards and procedures; (v) Projection and forecast standards or procedures; (vi) Accounting and auditing; (vii) Management advisory services; (viii) Personal financial planning; (ix) Taxation; (x) Management information services; (xi) Budgeting and cost analysis; (xii) Asset management; (xiii) Professional ethics (other than those programs used to satisfy the requirements of WAC 4-30-134(3)); (xiv) Specialized areas of industry; (xv) Human resource management; (xvi) Economics; (xvii) Business law; (xviii) Mathematics, statistics, and quantitative applications in business; (xix) Business management and organization; (xx) General computer skills, computer software training, information technology planning and management; and (xxi) Negotiation or dispute resolution courses;

4-30-132 (5) (b): Nontechnical subjects include: (i) Communication skills; (ii) Interpersonal management skills; (iii) Leadership and personal development skills; (iv) Client and public relations; (v) Practice development; (vi) Motivational and behavioral courses; and (vii) Speed reading and memory building. Subjects other than those listed above may be acceptable provided you can demonstrate they contribute to your professional competence. You are solely responsible for demonstrating that a particular program contributes to your professional competency.

4-30-134 (2) (a): A licensee must complete a total of 120 CPE hours, including four CPE credit hours in ethics meeting the requirements of subsection (6) of this section. The total 120 CPE hour requirement is limited to no more than 24 CPE credit hours in nontechnical subject areas.

| CPetracking Groupings Revised 9/1/16: | Explanations Based on Revised Standards   |
|---------------------------------------|---|
| Technical                             | Effective 9/1/16  |
| Accounting                            |   |
| Accounting (Governmental)             |   |
| Auditing                              |   |
| Auditing (Governmental)               |   |
| Business Law                          |   |
| Business Management & Organization    | MAS Practice Skills - now BM&O<br>MAS Engagement Mgt - now BM&O<br>Planning & Control; HR Dev - now BM&O<br>Social Environment of Business - now BM&O |
| Computer Software & Applications      |   |
| Economics                             |   |
| Finance                               |   |
| Information Technology                |   |
| Management Services                   |   |
| Personnel/HR                          |   |
| Production                            |   |
| Regulatory Ethics                     |   |
| Specialized Knowledge                 |   |
| Statistics                            |   |
| Taxes                                 |   |
| Non-Technical                         |   |
| Behavioral Ethics                     |   |
| Communications & Marketing            |   |
| Personal Development                  |   |