



Program List Instructions

Initial, ADM (Additional Delivery Method) & Renewal Applications

A program list is required for submission with an application. The purpose of the program list is to provide an outline of what courses your organization anticipates offering for CPE credit with your approved NASBA sponsor identification number over the year following sponsorship approval/within the renewal year. The total number of CPE credits to be awarded on the program list must be within the program level range identified in the initial, ADM, or renewal application process.

The program list should outline the following:

- **Program/Course Title**
- **Delivery Method**
- **Recommended CPE credits**
- **Field(s) of study**
- **Date**

Program/Course Title

- For the program title, please list the program title exactly as it is advertised or promoted to participants. The title must match exactly across all documentation and within the course itself.
- As the Blended Learning delivery method requires three separate applications prior to awarding sponsorship for the entire delivery method, only one course should be present on the program list for application 1. For applications 2 & 3, the program list can include the courses which were approved in the previous Blended Learning applications if they are still being offered for CPE credit.



NATIONAL REGISTRY OF CPE SPONSORS

- For Blended Learning renewals, if your organization offered different delivery method programs which had the same title, they must still be represented as two separate courses on the program list, as shown in the example below. In this scenario, these courses count as two different programs.

Program Title	Delivery Method	Number of Recommended CPE credits	Date of Program	Field(s) of Study	
Tax Processing Form Training	Group Internet Based	3.0	6/4/24-6/7/24	Computer Software & App	3.0
Tax Processing Form Training	QAS Self Study(Traditional)	5.0	06/04/2024	Computer Software & App	5.0
Tax Processing Form Training	Blended Learning	8.0	06/04/2024	Computer Software & App	8.0

Delivery Method

- Delivery methods recognized within the [Statement on Standards](#) include the following:
 - Group Live
 - Group Internet Based
 - QAS™ Self-Study (Traditional)
 - QAS™ Self-Study (Adaptive)
 - Blended Learning
 - Nano Learning

It is not acceptable to identify a program's delivery method as anything other than those listed above.

- The delivery method must match exactly across all documentation and within the course itself.
- The Blended Learning delivery method only applies to courses which have both synchronous (group) AND asynchronous (self-study) components. This is never an appropriate delivery method to choose when attempting to combine two random delivery methods into one course.

Recommended CPE Credits

- For courses within the Blended Learning delivery method, the guidelines for calculating the number of CPE credits are outlined in [Standard 19](#).

“CPE credit for blended learning programs must equal the sum of the CPE credit determinations for the various completed components of the program. CPE credits could be determined by actual duration time (for example, audio/video duration time or learning content delivery time in a group program) or by a pilot test of the



NATIONAL REGISTRY OF CPE SPONSORS

representative completion time as prescribed in [S17-01](#) or word count formula as prescribed in [S17-06](#) (for example, reading, games, case studies, and simulations).”

- When courses referenced on the program list offer multiple fields of study per program, each field of study must be broken down. In addition to the breakdown of CPE credit dispersal, the total amount of CPE credit that can be earned for that course must also be clearly identified, as shown in the example below.

Program Title	Delivery Method	Number of Recommended CPE credits	Date of Program	Field(s) of Study	
Tax Processing Form Training	Blended Learning	12.0	6/4/24-6/7/24	Computer Software & App	4.0
				Information Technology	1.5
				Specialized Knowledge	6.5

- See [Standard 16](#) for an outline of compliant CPE increment values.
- The recommended CPE credits must match exactly across all documentation and within the course itself.

Field(s) of Study

- When courses referenced on the program list offer multiple fields of study per program, each field of study must be broken down as shown in the example below.

Program Title	Delivery Method	Number of Recommended CPE credits	Date of Program	Field(s) of Study	
Tax Processing Form Training	Blended Learning	12.0	6/4/24-6/7/24	Computer Software & App	4.0
				Information Technology	1.5
				Specialized Knowledge	6.5

- The field(s) of study must match exactly across all documentation and within the course itself.
- Consult the [Fields of Study](#) document for a list of approved distinctions.

Date

- For and Blended Learning course applications, the date on which the course becomes available for enrollment should be included here. If the course is not yet available at the time of application, it is permissible to put TBD in this section of the program list.
- For Blended Learning renewal applications, the date is the beginning date of the renewal period.
- The date must match exactly across all documentation.