**Program Content Review**

**Purpose**

***Standard No. 5 for CPE Program Development states that “CPE program sponsors of group or self-study programs must ensure learning activities are reviewed by qualified persons other than those who developed them to assure that the program is technically accurate and current and addresses the stated learning objectives. These reviews must occur before the first presentation of these materials and again after each significant revision of the CPE programs." This form, when completed, documents compliance with the previously mentioned relevant standards.***

|  |  |
| --- | --- |
| **Program Title:** |  |
| **Delivery Method:** |  |

|  |
| --- |
| Development Team Members*This is the individual(s) who had primary responsibility for development of the program materials.*  |
| **Name** | **Qualifications** |
|  |  |
|  |  |

**Program Description:**

*Provide a brief description of the program content.*

|  |
| --- |
|  |
|  |

**Subject Matter:**

I have reviewed the above training material for accuracy and for consistency with current authoritative literature. In my opinion, the subject matter content of such material meets acceptable standards for learning development.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Printed Name:*Must NOT be a member of the Development Team* |  | Organization: |  |
| **Qualifications:** |  | CPA License #:(If delivery method is WBL and field of study is A&A/Taxation) |       |

**Instructional Design:**

I have reviewed the above training material as to its instructional design. In my opinion, the instructional design of such material meets acceptable standards for learning development.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Printed Name:*Must NOT be a member of the Development Team* |  | Organization: |  |
| **Qualifications:** |  |

**Program Development, Presentation and Materials Standards**

**Development**

1. The program contributes to the professional competence of participants.

2. The stated program objectives specify the level of knowledge the participant should have attained or the level of competence he or she should be able to demonstrate upon completing the program.

3. The education and/or experience prerequisites for the program are/is stated.

4. Programs are developed by individual(s) qualified in the subject matter and in instructional design.

5. Program content, activities, materials and delivery systems are current and technically accurate and effectively designed.

6. Programs are reviewed by qualified person(s) other than the preparer(s) to ensure compliance with the foregoing standards.

## Presentation

1. Participants/learners are informed in advance of learning objectives, prerequisites, program level, program content, advance preparation, instructional delivery method(s), recommended CPE credit, and registration requirements.

2. Program leaders are qualified with respect to both program content and instructional methods.

3. Program sponsors encourage participation only by individuals with appropriate education and/or experience.

4. The number of participants and physical facilities are consistent with the teaching method(s) specified.

5. Program employs an effective means for evaluating learning activity quality with respect to content and presentation, as well as provides a mechanism for participants to assess whether learning objectives were met.