**COURSE AGENDA TEMPLATE**

**Course Title:**

Start & End Date:

Site Name, City, State:

AICPA/NASBA guidelines for Continuing Professional Education (CPE) credits are based on a 50-minute credit hour in qualifying NASBA CPE subject areas; one credit equals 50 minutes. AICPA/NASBA credits are rounded down to the nearest half-credit. All breaks and lunches are omitted from the total CPE minutes.

Certain types of activities do not usually qualify for CPE credit because they are not sufficiently related to the practice of public accounting or because they are not structured as formal CPE programs. For example: business meetings and social functions, coffee breaks, meals and registration/receptions associated with seminars and conferences.

| Topic Title | NASBA CPESubject Area (choose from 23 Subject Areas - do not use subheadings) | Instructor(s) \* | Actual Start/End Time |
| --- | --- | --- | --- |
|  |  | *To be completed on-site by the Instructor(s)* |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
| ***BREAK*** |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
| ***LUNCH*** |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |
| ***BREAK*** |  |  |  |
|       |  |  |  |
|       |  |  |  |
|       |  |  |  |