

Sample Template: QAS™ Self Study Promotional Material for an External Audience

All sponsors must submit a copy of their promotional materials. Some examples include:

- Invitation
- Brochure
- Catalog of course
- Web site screen shots
- Postcards
- Email
- Announcement letters

When submitting the promotional materials with your application, label all required elements as shown in the following sample template:

1. Learning objectives
2. Instructional delivery methods
3. Recommend CPE credit and recommended field of study
4. Prerequisites
5. Program level
6. Advance preparation
7. Program description
8. Course registration and, where applicable, attendance requirements
9. Refund policy for courses sold for a fee or cancellation policy
10. Complaint resolution policy
11. Official NASBA sponsor statement (explaining final authority of acceptance of CPE credits)

Learning objectives can be addressed in a variety of ways from a descriptive paragraph to a bulleted list.

Instructional delivery method should be specifically identified as the NASBA-approved delivery methods: Group Live, Group Internet Based, QAS™ Self Study, Nano Learning and Blended Learning.

Prerequisites must be specific. If there are no prerequisites, state “none” on the promotional materials. Programs classified as intermediate, advanced and update inherently build upon a prerequisite experience or education.

Advance preparation should be specifically stated. If there is none, state “none” on the promotional materials.

If the program is free of charge, then stating “No fee” would address the refund policy requirement; however, a cancellation policy is still required.

For sponsors who do not wish to include specific policies on promotional materials, a suggested solution is to use:

“For more information regarding refund, complaint and program cancellation policies, please contact our offices at xxx.xxx.xxxx.”

The term “complaint” can be replaced with “concerns.”

Best of the Best, LLC

Federal Tax Update 2016



This online self study class will cover the biggest income tax changes enacted for 2016. The course will cover such topics as, the tax penalties under the Affordable Care Act, the rising tax brackets, standard deductions, and contribution limits. The course will include review questions that will help you understand the tax updates, as well as a qualified assessment.

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To Register:

Log on 8
www.thebest.com or Call
888-555-1212

**Earn 3 CPE credits
in Taxes and
Business Law!** 3

After completion of this course, participants will:

- Calculate tax penalties for the Affordable Care Act 1
- Identify the standard deductions for each filing status
- Calculate the new rates for the earned income tax credit
- Analyze the gift and estate tax and how it is tied to inflation

Additional Information:

No prerequisite knowledge is required to be successful in this course. 4

No advance preparation is required. 6

Program Level: Basic 5

Delivery Method: QAS™ Self Study 2

Refunds and Cancellations:

Requests for refunds must be made in writing within 15 days of purchasing the course. No refunds will be granted after the qualified assessment has been completed. For complaints or concerns, please contact our offices at 615.867.5309.

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The Best of the Best is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have the final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org

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