



June 05, 2009

Rick Lehner  
Public Broadcasting Management  
939 S. Stadium Road  
Columbia, SC 29201

Public Broadcasting Management has been approved for the following delivery method(s): Group Live. Your registration is effective: May 01, 2009 - April 30, 2010. Your sponsor identification number is: **103686**. Thank you for your continued participation as a sponsor on the National Registry of CPE Sponsors (Registry).

Your approval is based upon the material submitted during your renewal process. It is imperative that your organization makes every effort to comply with the standards and requirements of the National Registry of CPE Sponsors. Failure to implement the corrections may prevent your organization from future registration.

Your status as a registered sponsor affirms your commitment to adhere to standards for the delivery of high quality continuing professional education. You are not required to provide us with any additional program information during your registration period, unless the amount of programs you offer exceeds your approved limit of **100** programs.

**It is important for you to keep us informed of any significant changes to your organization. Sponsors are required to notify the NASBA Registry, in writing, of any changes in address, telephone/fax numbers, contact person and the organization's name or status no later than 30 days after such changes occur.**

As a registered sponsor, your name and address will be listed on a registry that is distributed to state boards of accountancy and made available to licensed accountants across the country. Your Web site address can appear with your listing on the Registry on NASBA's homepage by submitting the enclosed form with a one-time \$100.00 connection fee.

Sponsors may also register and list individual courses on our CPE course marketing website: [www.cpemarket.com](http://www.cpemarket.com) which is a one-stop resource offering the following benefits:

- Provides a search-engine for CPAs to find specific CPE courses;
- Identifies NASBA-approved sponsors;
- Discounted rates for available for current Sponsors;

If you have any questions or concerns, please contact any member of the CPE department at (866) 627-2286.

Sincerely,

Carla Blake, CPA  
Compliance Manager, Sponsor Services

## Items to be maintained and/or produced as part of the National Registry of CPE Sponsors' membership

- **Promotional Material, program catalogues or other items distributed to prospective participants that must include the following items:**
  1. Learning objectives
  2. Program prerequisites (in terms of education, experience, both, or none)
  3. Program level (i.e., basic, intermediate, advance, update, or overview)
  4. Program content
  5. Advance preparation (if required)
  6. Type of delivery method
  7. Amount of recommended CPE credit
  8. Program registration requirements
  9. Refund Policy
  10. Complaint Resolution Policy
  11. Official National Registry of CPE Sponsor statement (Located on signed sponsor agreement.)
- **Evaluation form that must include the following assertions:**
  1. Stated learning objectives were met.
  2. If applicable, prerequisite requirements were appropriate.
  3. Program materials were accurate.
  4. Program materials were relevant and contributed to the achievement of the learning objectives.
  5. Time allotted to the learning activity was appropriate.
  6. If applicable, individual instructors were effective.
  7. Facilities and/or technological equipment was appropriate.
  8. Handout or advance preparation materials were satisfactory.
  9. Audio and video materials were effective.
- **Certificate of Attendance/Completion that must include the following items:**
  1. CPE program sponsor name and contact information
  2. Participant's Name
  3. Program title
  4. Program field of study
  5. Date offered or completed
  6. If applicable, location
  7. Type of delivery method used (i.e., group-live; group-internet-based; self-study)
  8. Amount of CPE credit earned
  9. Verification by the CPE program sponsor representative
  10. National Registry of CPE Sponsors identification number
  11. Time statement reading *"In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour."*
- **All other materials distributed to participants and used by presenters**
- **Resumes of instructors/program writers**
- **Records of Participation**
- **(For self-study programs only) Results of the pilot tests from THREE independent CPA reviewers which must include the following:**
  1. Date of pilot test
  2. Names, addresses, telephone numbers and job resumes of the **THREE** independent CPA reviewers
  3. A summary of the participants' actual completion time and the calculation of the recommended CPE credit

Registry members must **retain program and program participant records for a minimum of five years**. These records must include ALL of the following: (1) program outline/materials; (2) records of participation (3) date(s) and location(s) of presentation(s) or period during which program was available for purchase; (4) number of credits earned by participants (5) results of program evaluations; (6) instructors, discussion leaders or program authors names and credentials; and (7) pilot testing results for self-study programs.

For further information and a copy of the Statement on Standards, we would be glad to send you a copy of our application booklet. This booklet contains all the requirements of a National Registry of CPE Sponsor as well as a copy of the standards and accepted fields of study.