**Requisition for CPE Credit**

**Chapter:**

**Date of Educational Event:**

**Program Title:**

**Program Number:**

**Speaker(s):**

**Meeting Location:**

1. ***\_\_\_\_ NCSA Form 1*** - Requisition for \_\_\_\_# CPE Credit Hours
* IRS EA/OTRP program (A8FPT) \_\_ Ethics (E)

\_\_ Federal Tax Matters (T)

\_\_ Federal Tax Law Update (U)

* NSA/NCSA programs: \_\_ Accounting \_\_ Practice Management

\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Program Delivery Method: \_\_ In-Person \_\_ Online Group \_\_ Self-Study
1. \_\_\_\_\_ ***Speaker Biography***
2. \_\_\_\_\_ ***Speaker’s Program Outline*** - Copy of Outline and Handout(s)

**Program Pre-Approval:** complete & attach only through this point

We will provide Program Number once pre-approved

1. \_\_\_\_\_ ***NCSA Form 2 or Form 2n*** – Signed Speaker(s) Agreement
2. \_\_\_\_\_ ***Meeting or Publication Notice***
3. \_\_\_\_\_ ***NCSA Form 3*** – Completed Evaluation Sheets: \_\_\_\_\_\_# enclosed

(Evaluation Forms should be available for all Attendees, submit only completed ones)

1. \_\_\_\_\_ ***NCSA Form 4*** – Signed & verified In-Person Attendance - \_\_\_\_\_# attendees
2. \_\_\_\_\_ ***NCSA Form 4o*** – Virtual verifications &/or Polling Records - \_\_\_\_\_# attendees

**After your program:** complete entire NCSA Form 1 & attach all items above

Program Packet Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email completed packet to: Trina Stahl, Chapter CPE (trina@stahlat.com)