

Title 30: Mississippi State Board of Public Accountancy

Part 1: Mississippi State Board of Public Accountancy Rules and Regulations

Part 1 Chapter 4: Continuing Professional Education (CPE)

Rule 4.4. Program Sponsors and Presentation Standards

Rule 4.4.4. Program sponsors must retain adequate documentation for a minimum of five years after the date of the presentation or initial offering to support their compliance with these standards and their reports that may be required of participants. As a part of this documentation, a record of attendance shall be made and maintained. The records of attendance should reflect the CPE credit hours earned by each participant, including those who arrive late or leave early. All documentation shall be open to Board inspection on request of the Board. These records should include, but are not limited to:

- (a) Location of course
- (b) Title, description of content, and outline (or equivalent)
- (c) Date(s)
- (d) Instructor(s) with biography
- (e) Number of credit hours
- (f) Documentation of meeting requirements in Rule 4.4.2(h) above

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- (f) Documentation of meeting requirements in Rule 4.4.2(h) above ~~Evaluation of program as described below~~