

Continuing professional education (CPE) describes educational activities that assist individuals in achieving and maintaining quality in professional knowledge, skills, and/or services.

Carahsoft is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education (CPE) of the National Registry of CPE Sponsors, and is able to offer CPE credits for live in-person and live virtual programs.

Why Offer CPE Credits?

Carahsoft's ability to award CPE credits at our events and our vendors' and partners' events adds additional value for our participants and gives our joint programs a competitive edge.

CPE credits help:

- Elevate the quality of event we provide participants
- Encourage attendance, as many employees are required to attain a certain number of training hours per year
- Establish Carahsoft's technology and reseller partners as subject matter experts and thought leaders

CPE & NASBA Background

The National Registry of CPE Sponsors was developed in 1990, originally as a program to keep accountants up-to-date and in accordance with national standards, but now many non-accountant fields and organizations use CPEs to gauge continuing education for a wide array of professions and topics.

The purpose of NASBA, and similar CPE organizations, is to recognize companies and organizations that offer high quality continuing education programs. Organizations can validate an employee's extracurricular learning/training when the employee obtains CPE credits.

CPE credits are based on a 50-minute hour. 50 minutes of content equates to one 1 CPE credit. After the first credit is earned, credits may be awarded in one-fifth, one-half, and full increments.

How Do We Offer CPE Credits?

Carahsoft will help ensure the program meets all of the necessary requirements, including:

- Applicable learning objectives and presentation materials
- Correctly marketing CPE credits
- Appropriate fields of study, number of CPE credits to offer, any pre-requisites and advanced preparation requirements
- Documentation of individuals' participation
- Collection of participant feedback
- Dissemination of participants' Certificates of Completion

Process Overview

1. Work with your Carahsoft marketing POC to ensure the event can qualify and meet the CPE credit requirements
2. Market the event and the CPE credit offering
3. Execute the event and ensure you track attendance times and participation as required
4. Carahsoft submits CPE participant list internally and generates each participant's certificate of completion, then emails each participant their certificate for submission

Available Fields of Study

Technical Learning Activities

- Accounting
- Accounting (Government)
- Auditing
- Business Law
- Economics
- Finance
- ★ Information Technology
- Management Services
- Regulatory Ethics
- ★ Specialized Knowledge
- Statistics
- Taxes

★ Signifies, generally, the most relevant fields of study for Carahsoft's technology partners.

Non-Technical Learning Activities

- Behavioral Ethics
- Business Management and Organization
- ★ Communications and Marketing
- Personal Development
- ★ Computer Software & Applications
- Personnel / Human Resources
- Production