

**Get CPE Credit Towards Your CPA Certificate
or Professional Certification for Your State's ASBO Program**

For Attending the Conference

Receive "Continuing Professional Education" (CPE) credit for attending various sessions offered at our professional conference.

*Complete the "name" and "mailing address" section below. List the sessions you attended.

*Sign and mail a copy to VASBO at PO Box 5490, Glen Allen, VA 23058 or email to admin@vasbo.org . VASBO is required to maintain records of all CPE credit granted. Maintain your original as proof of attendance.

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| Print your <u>name</u> and <u>mailing address</u> in the box below. | " I hereby certify that the above is a true and accurate account of my conference attendance, and I understand that it is my responsibility to determine if this course content qualifies as CPE under my State Accountancy Code." <hr style="width: 80%; margin: 0 auto;"/> Signature of Attendee |
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PLEASE COMPLETE THE FOLLOWING FOR **EACH SESSION** ATTENDED: (Circle or Note Hours Attended)

Thursday October 11, 2018 VASBO Continuing Education Class— HR topics for the Finance employees—1 pm to 4 pm

Hubert Carmichael, Louisa Co 3 hrs _____

Thursday October 11, 2018 Google Docs User Group Training—9:30 am to 12:30 pm

Julie Craft, Montgomery Co 3 hrs _____

Opening General Session— Friday, October 12,2018

Vicki Hitzges—Dominate your Deadlines 1 hr _____

Workshop Session I - Friday, October 12, 2018 - 10:00 am to 11:00 am

Title: _____ 1 hr _____

Workshop Session II - Friday, October 12, 2018- 11:15 am to 12:15 pm

Title: _____ 1 hr _____

Lunch

Workshop Session III - Friday, October 12, 2018- 2:00 pm –3:00 pm

Title: _____ 1 hr _____

Afternoon General Session - Friday, October 12, 2018- 3:15 pm - 4:15 pm

ESSA Updates and Reporting Requirements—A Panel Discussion 1 hr _____

TOTAL HOURS _____

PLEASE NOTE: Keep original as back up for claiming CPE credit.

This certificate not valid unless requirements are met.

VASBO strongly suggests that you retain handouts or other materials documenting course content in your files

to prove applicability for CPE credit towards CPA certificate renewal in the event your records are audited.