
INSTRUCTION SHEET

FOR MAKING APPLICATION FOR REGISTRATION AS A PUBLIC ACCOUNTANT CONTINUING PROFESSIONAL EDUCATION SPONSOR

*In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.*

Illinois requires 120 hours of Continuing Professional Education (C.P.E.) for the renewal of the Licensed Certified Public Accountant license. As well, the sponsors of C.P.E. programs MUST be registered with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

To obtain registration as a Public Accountant Continuing Professional Education Sponsor, the applicant must:

1. Complete the Illinois Public Accountant Continuing Professional Education Sponsor Application in its entirety:
2. Provide a sample Certificate of Attendance which must include:
 - a. the name and address of the sponsor
 - b. the name and address of the participant
 - c. the title and date of the course presented
 - d. the number of hours actually attended in each topic
 - e. the delivery method (ie: self-study, group live, etc) and category of CPE

NOTE: Public Accounting firms licensed in Illinois and providing only in-firm C.P.E. are not required to provide a Certificate of Attendance.

3. Submit a nonrefundable application fee in the amount of \$150.00 in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation.

Publicly supported colleges, universities, and governmental agencies located in Illinois are exempt from payment of fees.

4. Forward application, sample Certificate of Attendance and application fee to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

Once the properly completed application, supporting documents, and fee have been received and reviewed, a Public Accountant C.P.E. Sponsor registration will be issued. Registration must be renewed every year. The Division will forward renewal notices to all active, registered C.P.E. Sponsors approximately three months prior to the expiration of the registration. Renewal forms are mailed to the address on record with the Division. The registered C.P.E. Sponsor must notify the Division of Professional Regulation of all address changes.

It is your responsibility to read the Rules (68 Ill. Adm. Code 1420.70) in their entirety at www.idfpr.illinois.gov. Questions may be directed to the Divisions call center at 1-800-560-6420.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 450/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:

STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
ATTN: DIVISION OF PROFESSIONAL REGULATION
P.O. Box 7007
Springfield Illinois 62791

**ILLINOIS PUBLIC ACCOUNTANTS CONTINUING
PROFESSIONAL EDUCATION SPONSOR APPLICATION**

***In order for your application to be processed,
ALL REQUIRED SUPPORTING DOCUMENTATION MUST BE SUBMITTED
with the application and required fee unless otherwise directed in the instructions.***

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION AS IT IS TO APPEAR ON THE REGISTRATION AND CERTIFICATE OF ATTENDANCE.	2. TELEPHONE NUMBER (Include Area Code) () _____
3. ADDRESS (Include Street, City, State, ZIP Code, and County)	4. FEIN OR SOCIAL SECURITY NUMBER
5. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S)	6. TITLE
7. ADDRESS (Include Street, City, State, and ZIP Code)	8. TELEPHONE NUMBER (Include Area Code) () _____

9. SPONSOR IS:

- A publicly-supported governmental agency located in Illinois
 A publicly-supported College or University located in Illinois
 Individual
 A trade or professional association
 Public accounting firm licensed under the Act
Is course given for employees of the firm only? Yes No
(If no, enclose a sample certificate.)
 Other _____ Describe: _____

10. IF INDIVIDUAL, SPONSOR'S EDUCATION/EXPERIENCE IN PUBLIC ACCOUNTING CONTINUING PROFESSIONAL EDUCATION

11. Does your organization agree to periodic monitoring of your programs by the Division of Professional Regulation?
 Yes No

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

_____ Signature of Person Submitting Application	_____ Title
_____ Type or Print Name of Person Submitting Application	_____ Date

FAX #: _____ E-Mail Address (REQUIRED): _____

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing professional education program(s) offered by this sponsor and:

1. That all courses and programs offered by this sponsor for continuing professional education credit under the Illinois Public Accounting Act will comply with the criteria in 68 Ill. Adm. Code, Section 1420.70 - Continuing Professional Education; and
2. That this sponsor will be responsible for verifying attendance at each course or program and will maintain such records for not less than five years; and
3. That, upon request by the Department of Financial and Professional Regulation, this sponsor will submit such evidence as is necessary to establish compliance with the requirements of 68 Ill. Adm. Code, Section 1420.70; and
4. That this sponsor is aware that failure to comply with the Rules as set forth in 68 Ill. Adm. Code, Section 1420.70, may result in disapproval of this sponsor by the Department; and
5. That this sponsor is aware that disapproval by the Department will result in no credit being accepted by the Department of Financial and Professional Regulation provided by this sponsor subsequent to such disapproval.

Signature _____
Person Responsible for Continuing Education Program

Print Name _____

Date _____

**Illinois Department of Financial and Professional Regulation
Division of Professional Regulation**

**Application Checklist for Registration as a
Public Accountant Continuing Education Sponsor**

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Before you mail your application, check the following items to make sure your application is complete!

TWO-PAGE APPLICATION REVIEW	COMPLETED
Application Information	
SUPPORTING DOCUMENTS	SUBMITTED
Application Fee	
Two-page Application	
Provide a sample certificate of attendance. Illinois Licensed Public Accounting Firms only providing in-firm CPE are exempt from supplying a sample certificate of attendance.	

All supporting documents may not be required. Please refer to application instructions for your specific method of licensure.