



ASSOCIATION OF INSPECTORS GENERAL



National Registry of CPE Sponsors

ADMINISTRATIVE POLICY FOR GROUP LIVE PRESENTATIONS

The Association of Inspectors General is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to:

National Registry of CPE Sponsors
150 Fourth Avenue North, Suite 700,
Nashville, TN, 37219-2417

or by visiting the web site: www.nasba.org.

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits will be granted based on a 50-minute hour. Two-day programs are eligible for up to 16 CPE credits; one-day programs are eligible for up to 8 CPE credits. Actual credits awarded are based on actual program length.

Delivery Method and Program Materials

Association of Inspectors General has been approved to deliver programs via:

- Group Live presentations

Our group live programs provide synchronous learning in a group environment with real time interaction of an instructor or subject matter expert that provides the required elements of attendance monitoring and engagement. Program participants receive course materials via electronic delivery in advance of the program.

Program Level and Prerequisites

Our programs are created to accommodate participants seeking from a basic to advanced learning experience.

Annual Training Conference. In general, our Annual Training Conference has no specific prerequisites that are necessary unless stated in the individual program marketing materials. However, a familiarity

with and/or working knowledge of the program's subject matter or related work experience would be beneficial. Training proposals selected for presentation are solicited from the membership and external subject matter experts who submit their training proposals for review by the sponsoring entity. Only those proposals that satisfy NASBA Standards, are deemed relevant and presented by individuals or groups that possess sufficient expertise to demonstrate an advanced knowledge of the subject matter and provide clearly enunciated learning objectives are selected for presentation.

Association of Inspectors General Institute® Programs. Our Institute® programs are intended for an intermediate or advanced audience and do require prerequisites that must be satisfied before admission will be granted. Specific eligibility requirements can be found at <http://inspectorsgeneral.org/institute-eligibility-requirements/>. Program materials are reviewed and overseen by qualified experts within the respective fields of study as required by NASBA Standards.

Only program content that is sufficient to meet the stated learning objectives and presented by qualified instructors will be included in any program. Instructors and the achievement of learning objectives are evaluated with each institute and only those who satisfy the quality standards will be permitted to return and provide future instruction.

Advance Preparation

Unless otherwise stated in a program's marketing materials, no advanced preparation is required.

Control of Participant Attendance and Awarding of CPE Credits

All Association of Inspectors General and independent vendor instructors are responsible for ensuring that all participants are present for all program segments. This is to be accomplished as follows:

- A physical sign in log sheet or digital identification attendance record capable of identifying an individual's physical presence shall be used at the beginning of the program. All programs extending more than 4 hours or over multiple days shall sign in or have their digital identification scanned after each extended break (e.g., return from lunch breaks or overnight recesses).
- The instructor shall perform a count of the participants present and shall match that number counted with the number of signatures on the sign in log sheet.
- Throughout the program, and especially at the conclusion of the program, the instructor should visually confirm that all participants are present.
- If a participant should leave the program room for an extended period of time (restroom breaks, phone calls, etc.), the instructor is responsible for keeping a list of time absent, for identifying the participant, and for adjusting the CPE credits granted to that participant.

In addition, all instructors are required to document actual program times in session, including the time and length of all formal breaks and meals.

Policy on Program Updates

The Annual Training Conference Committee and Institute Course Managers shall ensure that documentation for the Annual Training Conference and Institute® programs contain the most recent publication, revision or review date. Courses must be revised as soon as feasible following changes to relative codes, laws, rulings, decisions, interpretations, etc. Courses in subjects that undergo frequent changes must be reviewed by a subject matter expert at least once a year. Other courses must be reviewed every 2 years. For group live and group Internet based programs, the revision date is the date of the event.

Documentation of Participation

All participants who successfully complete the program will receive documentation of their participation, which includes the following: (1) CPE program sponsor name and contact information; (2) participant's name; (3) program title; (4) program field(s) of study; (5) date offered or completed; (6) if applicable, location; (7) type of instructional/delivery method used (i.e., group-live; group-internet-based; self-study); (8) amount of CPE credit earned for each field of study; (9) verification by CPE program sponsor representative; (10) National Registry of CPE Sponsors identification number; and (11) time statement reading "In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour."

Record Retention

The Association of Inspectors General shall retain all records related to the program for a minimum period of five years from the program date. These records will include: (1) program outline/materials; (2) records of participation; (3) date(s) and location(s) of presentation or period during which program was available for purchase; (4) number of credits earned by participants; (5) results of program evaluations; (6) instructors, discussion leaders or program authors names and credentials; and (7) pilot testing results, for self-study programs, which includes date of pilot test; the target participation population; how the sample participants were selected; names, addresses, telephone numbers and job resumes of sample participants; a summary of participants actual completion time and the calculation of the recommended CPE credit.

Complaint Resolution

Any complaints should be directed to the Association of Inspectors General using any of the following contact methods:

Office Telephone: (212) 237-8001

e-mail: exec@inspectorsgeneral.org

US Mail: Association of Inspectors General, 524 W. 59th Street, Rm 53334HH, New York, NY 10019

Every effort possible will be taken to investigate the cause of all complaints and to take any corrective action that may appropriate.

Complaints Regarding Registered Sponsor.

The Association of Inspectors General is registered with NASBA as a sponsor of continuing professional education on the National Registry of CPE Sponsors. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: www.nasba.org.

Refunds

Our expectation is that every program offered by the Association of Inspectors General will fully meet or exceed the participants expectations. However, the Association recognizes that unforeseen events may prevent a participant from attending the program in full or in part. Where a participant is unable to attend a program, in full or in part, due to job-related or other unforeseen reasons, the participant will submit a request for refund via email to exec@inspectorsgeneral.org not later than the conclusion of the program. The payor of the program fees will receive a refund. A participant who believes that the program learning objectives were not met must submit a request for refund via email to exec@inspectorsgeneral.org providing a detailed explanation why she or he believed the learning objectives were not met not later than 7 calendar days following the conclusion of the program. A refund will be provided to the payor of the program fees. All refunds will result in the rescinding of all CPE credits issued to the participant.

Requests for refunds must be in writing (email is acceptable) and should be requested directed to:

exec@inspectorsgeneral.org

General inquiries about refunds may be directed to:

Office Telephone: (212) 237-8001

e-mail: exec@inspectorsgeneral.org

US Mail: Association of Inspectors General, 524 W. 59th Street, Rm 53334HH, New York, NY 10019

Program Cancellations and Changes to Confirmed Dates

Program cancellations or changes to confirmed dates may arise due to unforeseen circumstances or events. (e.g., weather-related events, civil disturbances, public health-related incidents, etc.) Should a program be cancelled or confirmed dates be changed, the participant will be afforded the option of receiving a refund or having the funds applied to the new or next scheduled program date without penalty.

Further Information and Program Registration

For any further information on any Association of Inspectors General programs or to obtain information on registering for or sponsoring our programs, please contact the Association's Program Director as follows:

Mobile Telephone: (850) 686-4326

e-mail: n_morris@inspectorsgeneral.org

US Mail: Association of Inspectors General, 524 W. 59th Street, Rm 53334HH, New York, NY 10019