

GEO CHAPTER RESOURCES

OFFERING CONTINUING EDUCATION CREDITS

Offering continuing education credits at your Chapter Meeting is a great way to attract attendees and add even more value to your event.

To ensure that credits can be formally recognized, you will need to provide the required information in advance and follow these requirements during the event.



CPE CREDIT REQUIREMENTS

National Association of State Boards of Accountancy (NASBA)

Session Duration

- Sessions must be at least **50 minutes** to qualify for CPE credit.

Engagement

- Provide **three polling or engagement questions** to use during the session.

Attendance

- Attendees must **sign in and sign out** of the session using the correct form.
- Please send the completed attendance records to us after the event.

Before the Event

- Send us your **session title and description** for review to ensure it meets CPE requirements and GEO's standard format.
- Share the slide deck so that we can check that the engagement questions are included.

After the Event

- Provide signed attendance sheets promptly so that GEO can support attendees requesting credit.



CEP CREDIT REQUIREMENTS

Santa Clara Certified Equity Professional Institute

Session Information

- Send us your **session title and duration** so we can upload it to the CEPI portal.

After the Event

- Share the slide deck for our records, so that we can upload it to GEOlearn.

ALL DETAILS ARE REQUIRED WITHIN 7 DAYS OF YOUR CHAPTER MEETING

Please send all materials to [Zoe Denny](#). Contact Zoe with any questions or for further information.