

POLICIES & PROCEDURES

Registration Options

Online

www.nevadacpa.org (log-in required)

Phone

(775) 826-6800 (8:00am - 4:30pm)

Fax

(775) 826-7942

Email: nvcpa@nevadacpa.org

Course Confirmations

A course confirmation will be e-mailed within 24 hours of registration made via phone, fax or e-mail. All online registrations will receive an automatic reply that can serve as the confirmation. If a registration is received within 24 hours of a course, a confirmation will not be sent unless requested.

Confirmations can also serve as your receipt as payment information is included.

If a change in date or location is required, the Society will notify you via phone call or e-mail.

Courses Cancelled by the NVCPA

The NVCPA reserves the right to cancel a course for insufficient registrations. If your class is cancelled, we will notify you as quickly as possible. The NVCPA is not responsible for any travel expenses incurred. See the cancellation policy for information on transfers and refunds due to cancellation.

Instructor Information

To view more about the instructor for a course, please visit www.nevadacpa.org/events/courses.

CPE Certificates

In-person course CPE certificates are distributed at the completion of each day. NVCPA virtual course CPE certificates will be emailed at the completion of each course after we have confirmed your attendance.

If it is necessary to leave a course early, notify the Society as well as the instructor and a new CPE certificate will be issued. It is permissible to claim less than the total number of credit hours offered by a course. The Society reserves the right to not issue CPE if notified by instructor that participant was not in the class.

CPE Course Pricing

In-Person

4-hour	\$180 Member / \$200 Non
8-hour	\$340 Member / \$440 Non
16-hour	\$540 Member / \$640 Non

NVCPA Virtual CPE Course

4-hour	\$170 Member / \$190 Non
8-hour	\$310 Member / \$410 Non
16-hour	\$510 Member / \$610 Non

Member / Non-Member Fees

The member fee applies to:

- NVCPA members
- Members of another CPA state Society

The non-member fee applies to:

- All other attendees.

Cancellation Fees

Due to the cost the NVCPA incurs when a person does not attend a course, the following cancellation fees apply. The rates remain the same for members & non-members.

- Any cancellation 2 weeks prior to the course date - \$25 fee with remaining funds refunded or held towards future 2022 NVCPA CPE course.
- Any cancellation 1 week prior to the course date - \$50 fee with remaining funds refunded or held towards future 2022 NVCPA CPE course.
- Any cancellation less than 1 week prior to the course date - **No refunds or transfers.**



Early Registration Discount

The NVCPA provides an early bird discount to all members and non members who register for a course by **July 1 of each CPE year**. Members will receive 15% off the course price and non-members will receive 10% off.

Special Needs

If you have a special need, please contact the NVCPA, (775) 826-6800, and we will work to accommodate your request.

Course Times

4-hour AM programs

Registration begins at 7:30am

Course begins at 8:00am

Course concludes at 12:00pm

4-hour PM programs

Registration begins at 12:30pm

Course begins at 1:00pm

Course concludes at 5:00pm

8-hour programs

Registration begins at 7:30am

Course begins at 8:00am

Course concludes at 5:00pm

*lunch is at the discretion of the instructor & will last 30-60 minutes

16-hour programs will run on the same schedule as the 8-hour for both days.

AICPA Registration Discount

AICPA members who register for an AICPA sponsored program will receive a discount of \$30 off per course day. This fee is applicable to all AICPA classes with the exception of Staff Training courses, the ABV Exam Review Course and any 4-hour programs. The discount is available until the date of the course and cannot be applied retroactively. Please see course description to see if a course is AICPA sponsored. AICPA member number must be provided at the time of registration to receive discount.

Distribution of Materials

In-person CPE Course materials will not be distributed prior to the course and will be handed out on site. NVCPA virtual CPE course materials will be available for download or emailed to attendee 48 hours prior to course. Materials are provided for use and designed specifically for the seminar presentation. They are the copyrighted property of the seminar producer and are available only for program attendees. The materials or portions thereof are not available for sale.

In the event of a late in-person registration, after materials are ordered, the late registrant will receive their materials within 3 days of the course date.

No Show

All no shows will forfeit their registration fee and no CPE will be given.

Substitutions

Substitutions are allowed with 1 week's notice without penalty. If there is a price difference the remainder will be due.

How Courses are Approved for CPE

The Nevada State Board of Accountancy rules stipulate that a course must increase the professional competency in order for a CPA to receive credit. The CPA must make this determination. The NVCPA is not the regulatory body that sets the rules. The Nevada State Board of Accountancy does not pre-approve any providers or courses for Continuing Professional Education. The responsibility for determining if the course meets the requirements of Continuing Professional Education (Requirements, programs which qualify, controls, reporting, and calculation of hour of credit) rests solely upon the provider and the licensee. Board rules are available at: www.nvaccountancy.com/education.fx

The NVCPA secures its CPE courses from highly rated national CPE vendors. While these courses are of the highest quality, the NVCPA highly encourages attendees to determine with their individual State Board of Accountancy if the course will qualify for CPE in their respective state.

Evaluations

Evaluation forms are provided at the conclusion of each course and conference. Your comments help the NVCPA provide quality seminars and speakers in a comfortable environment.

WiFi / Internet Access

Unless specifically requested by the instructor, the NVCPA will not provide WiFi / Internet access to our course participants.

Photographs/Videos

By registering for any NVCPA event, conference or live course, you hereby authorize the NVCPA to take photos and/or videos of you for publication in the SSCPA magazine, e-newsletter, website and additional uses as needed. Such content becomes the property of the NVCPA. If you do not want photos and/or videos of you published on any of our products, please email your request to Annalisa, Communications, Membership & Education Manager, awhitley@nevadacpa.org.

CPE Tracker

You may view your CPE tracker online at www.nevadacpa.org. Once logged into the website, click CPE transcript to view all courses taken with the NVCPA. You will also have the option to add courses not taken with the NVCPA in order to have a complete picture of your CPE for the year.

Cellular Phones and Electronic Devices

All electronic devices brought into the classroom must be turned off or set to silent. If the need arises to take a phone call, please step out and return as quickly as possible.

Recording Devices

All audio and video recording devices are prohibited in meeting rooms without written permission from the instructor and NVCPA prior to the course.

NVCPA Disclaimer

The information and suggestions presented at the courses and conferences sponsored by the Nevada Society of CPAs (NVCPA) are subject to constant change, and therefore, should only serve as a foundation for further investigation and study. Further, any forms presented at such courses or conferences are samples only and are not necessarily authoritative. All information, procedures, and forms contained or used in such seminars or conferences should be carefully reviewed and should serve as a guide for use in specific situations. Speakers and discussion leaders are expressing their own views, or those of program authors. Such views and opinions have not been approved or endorsed by the NVCPA.

The NVCPA reserves the right to alter any part of this publication due to unforeseen circumstances. Current information will be reflected in the SSCPA magazine, weekly e-newsletter (the Wire) and on our website, www.nevadacpa.org.

Questions or Comments

For all questions and comments on the NVCPA policies and procedures, or the CPE programming of the NVCPA, please contact Anna Durst, Chief Executive Officer adurst@nevadacpa.org or Annalisa Whitley, Communication, Member Services & Education Manager, awhitley@nevadacpa.org.



- To view the venue for a specific CPE course, please visit www.nevadacpa.org.
- When attending, please view reader board for room number as rooms are subject to change.
- Dress in layers! Most venues keep their rooms on the cool side.
- Parking is complementary/validated in all locations.