

CGFO CPE Reporting Information

In any given two-year reporting period, each certificate holder must have completed a **minimum of 80 hours of continuing professional education**, of which **at least 20 hours must have been in accounting, auditing and/or technical business-related subjects and of which no more than 20 hours may be in behavioral subjects**.

Educational instruction or training in the following subjects or courses of study are formal programs of learning, which enhances the professional competency of certificate holders and relates to their work requirements.

- a. **Accounting-related subjects or courses include**, but are not limited to, governmental accounting (including current authoritative literature in generally accepted governmental accounting principles and the Pronouncements of the Governmental Accounting Standards Board), financial accounting (including current authoritative literature in generally accepted accounting principles and the Pronouncements of the Accounting Principles Board and the Financial Accounting Standards Board) and accounting for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.).
- b. **Auditing-related subjects or courses include**, but are not limited to, Government Auditing Standards, 2007 revision, and as may be revised from time to time, issued by the Comptroller General of the United States, commonly referred to as the "Yellow Book," general auditing theory and practice (including current authoritative literature in generally accepted auditing standards and the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants), auditing for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.) and audit applications to computers and information systems.
- c. **Technical business-related subjects or courses include**, but are not limited to, debt administration, treasury and cash management, pension administration and operating and capital budgeting.
- d. **Related subjects include**, but are not limited to, taxation, human resources management and general business (including, but not limited to, economics, business law, production or operational systems, marketing, finance, quantitative applications in business and business policy and computers and information systems without audit applications).
- e. **Behavioral subjects or courses include**, but are not limited to, oral and written communications, the social environment of government/business and managerial effectiveness.

Professional development courses must provide for an outline (defined as a schedule of activity listing major topics of discussion) to be prepared in advance and be retained, be at least one contact hour (50 minutes) in length, be conducted by a qualified instructor, lecturer or discussion leader and require that a record of registration and attendance be maintained. If a record of registration and attendance is not maintained by the sponsoring organization, the certificate holder must be able to prove registration and attendance.

Formal correspondence or self study programs must have a registration requirement, be developed primarily as an educational activity, provide evidence of satisfactory completion and conduct an evaluation to determine whether learning objectives were met. Continuing professional education credit for formal correspondence or self study courses shall be an amount equal to the average completion time established by the course sponsor or actual completion time by the certificate holder, whichever is less.

Certain types of activities DO NOT qualify for CPE credit because they are not sufficiently related to the practice of governmental accounting or because they are not structured as formal courses. The following DO NOT qualify for CPE credit:

- **Instructing or attending basic or elementary courses.**
- **Proctoring examinations such as the CGFO or CPFO.**
- **Attendance at Software Users Group Conferences.**

The certification committee may ask for additional information regarding CPE classes not sponsored by: FGFOA, or another recognized professional organization such as the GFOA, FICPA, AICPA, Fitch Training, Institute of Internal Auditors, Municipal Treasurers' Association and Ultimate CPE, or approved by the National Association of State Boards of Accountancy (NASBA), especially in-house training, self-study programs and programs that appear to cover basic elements of accounting and budgeting. Be proactive and provide a copy of the agenda or synopsis of the topics covered in such training with your renewal form.

A certificate holder **may earn up to 40 CPE hours for professional involvement** within a reporting period as follows.

- a. Ten (10) CPE credits per year are earned for an FGFOA officer, director, committee chair, Local Chapter officer, director, or committee chair, GFOA officer, director, committee chair or state representative.
- b. Five (5) CPE credits per year are awarded for an FGFOA, GFOA, Local Chapter committee member or committee member of a related organization, such as the AICPA, FICPA, FLC, ASPA and related associations.
- c. Five (5) CPE credits are allowed for each entity reviewed for a GFOA Certificate of Achievement Awards Program or GFOA Budget Awards Program.

Double hours are allowed for instructing a qualified initial session.

- a. Instruction includes only those contact hours directly taught by the individual. If teaching is part of a panel, the certificate holder shall report only the part instructed by them.
- b. The second instruction of a topic qualifies for single hours and none for subsequent presentations.

In a college class setting 12 CPE credits will be granted for classes based on the Quarter System and 15 CPE credits will be granted for classes based on the Semester System (i.e. 45 CPEs will be granted for a 3 credit hour course). Double hours are allowed for instructing a qualified initial session. The second instruction of a topic qualifies for single hours and none for subsequent presentations. Eligible classes are preferred to be junior or senior level classes to include but are not limited to accounting, budgeting, finance, risk management, debt administration, treasury and cash management, pension administration, taxation, economics, business law, etc.