

IN THE KNOW

August/September 2017
CPE Catalog



Stay cool.

Special Events in this Issue:

8/4	State & Local Tax Workshop
8/10-11	Business & Industry Conference
8/17-18	Louisiana Accounting & Auditing Conference
9/18	Accounting & Auditing Symposium
9/20	Small Business Workshop
9/22	Financial Institutions Conference



Society of Louisiana
Certified Public Accountants

IN THE KNOW

August/September 2017
CPE Catalog



Stay cool.

Ahhh...remember those hot summer days when you'd cool off with an icy popsicle or snow ball? It was a welcome break from the rising temps and seemed to make everything better. Well, those summer days are here and the months ahead provide an ideal opportunity to refresh your skills and give your competencies a boost. LCPA offers a wide selection of appealing topics, sure to satisfy any taste. So, when you're feeling the heat of excessive tax complexities, endless deadlines, and sweltering compliance issues, turn to LCPA for relief with in-person seminars, workshops, conferences, and webcasts to keep you cool, calm, collected — and ready to face the day ahead. Don't sweat it.



AICPA members receive an additional \$30 off the advertised registration fee.



Qualifies for Yellow Book

LOCATION KEY:

AL = ALEXANDRIA	BR = BATON ROUGE	CV = COVINGTON
KN = KENNER	LC = LAKE CHARLES	LF = LAFAYETTE
MO = MONROE	NO = NEW ORLEANS	SH = SHREVEPORT
WEB = ONLINE		

CATEGORY KEY:

AA = ACCOUNTING & AUDITING	GNP = GOVERNMENT & NONPROFIT
MG = MANAGEMENT	SK = SPECIALIZED KNOWLEDGE
TX = TAXATION	

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LCPA Administration and Registration Rules	Inside Back Cover

Registration fees: Prices reflect the Member/Non-Member Early Bird fees for each course.

Course times: Unless otherwise noted, all courses are from 8:30 am – 4:30 pm. Registration opens 15 minutes before the course starts.

SCHEDULE AT A GLANCE

Date	Title & Acronym	City	Category	Speaker	Hours
8/1	Preparing Financial Statements for Small & Medium-Sized Businesses (PFSSME117)	KN	AA	W. Haig	8
8/2	Preparation, Compilation and Review Standards: Annual Update and Review of the SSARS (PCRUR117)	KN	AA	W. Haig	8
8/3	The Business Financial Health Checkup (BFHC117)	KN	AA	W. Haig	8
8/4	2017 State & Local Tax Workshop (SALT17)	BR	TX	Various	8
8/10-11	2017 Business & Industry Conference (BIC17)	NO	MG	Various	16
8/14	Louisiana Sales and Use Tax (LSUT117)	KN	TX	G. Dressler	8
8/15	Lunch&Learn: Recent Labor & Employment Law Developments (LL417)	KN/WEB	MG	B. Duncan	2
8/16	2017 Governmental Accounting and Auditing Update (GAU17)	LF	GNP	M. Inzina	8
8/17-18	2017 Louisiana Accounting and Auditing Conference (LAAC17)	NO	AA	Various	16
8/21	Preparations, Compilations, and Reviews: Get Your Head Out of Your ARSC (PCE117)	AL	AA	K. Oestriecher	8
8/25	2017 Estate & Financial Planning Workshop (EFP17)	SH	TX	Various	8
8/28	Advanced Auditing of HUD-Assisted Projects (EOAHUD17)	BR	GNP	J. Bax-Kurtz	8
8/29	Not-for-Profit Financial Reporting: Mastering the Unique Requirements (NFPF17)	BR	GNP	J. Bax-Kurtz	8
8/30	Teleconference: Financial Statement Preparation, Compilation, and Review (CPN08K17)	KN	AA	Panel	8
8/30	Teleconference: Financial Statement Preparation, Compilation, and Review (CPN08M17)	MN	AA	Panel	8
8/30	Teleconference: Financial Statement Preparation, Compilation, and Review (CPN08S17)	SH	AA	Panel	8
8/30	Standards Update for Small Businesses (SUSB117)	BR	AA	A. Oestriecher	8
9/18	2017 Accounting and Auditing Symposium (AAS17)	AL	AA	K. & A. Oestriecher	8
9/19	Lunch&Learn: Current Developments in Louisiana Sales & Use Tax (LL517)	KN/WEB	TX	R. Angelico	2
9/19	Current Accounting and Attest Service Update for Practitioners with Small-Business Clients (SMBP17)	LF	AA	M. Wagoner	8
9/20	Teleconference: Business Fraud Update (CPN09K17)	KN	MG	Panel	8
9/20	Teleconference: Business Fraud Update (CPN09M17)	MN	MG	Panel	8
9/20	Teleconference: Business Fraud Update (CPN09S17)	SH	MG	Panel	8
9/20	2017 Small Business Workshop (SBW17)	KN	MG	Various	8
9/20	Sweeping Your Workpapers for Landmines: Avoiding Deficient Audits (SWLD17)	LF	AA	M. Wagoner	8
9/21	Louisiana Sales and Use Tax (LSUT217)	LF	TX	G. Dressler	8
9/21	Preparations, Compilations, and Reviews: Get Your Head Out of Your ARSC (PCE217)	KN	AA	K. Oestriecher	8
9/22	2017 Financial Institutions Conference (FIC17)	BR	MG	Various	8
9/25	Standards Update for Small Businesses (SUSB217)	KN	AA	A. Oestriecher	8
9/26	Basis/Distributions for Pass-Through Entities: Simplifying the Complexities (BADI117)	KN	TX	P. Towle	8
9/27	Forensic Accounting Investigative Practices (FAIP17)	SH	AA	Wayne Wells	8
9/27	Advanced Mergers, Acquisitions, and Sales of Closely Held Businesses (PSAS17)	KN	TX	P. Towle	8
9/28	Accounting and Auditing for Government Employee Benefits (GEBS17)	KN	GNP	J. Georger	8
9/28	Fraud Update: Directing and Preventing the Top Ten Fraud Schemes (TTFS117)	SH	AA	W. Wells	8
9/28-29	Excel Bootcamp: Two Days of Intensive Excel Training (EBC17)	BR	MG	M. McClelland	16
9/29	Government & Nonprofit Annual Update (GNAU17)	KN	GNP	J. Georger	8

8/1 **Preparing Financial Statements for Small & Medium-Sized Businesses**

Speaker: Walter Haig

This course provides an update of the recent changes that have occurred in the US Accounting Standards Codification that are particularly relevant to small and medium-sized entities (SMEs). Topics include an update and review of the tax and cash financial reporting frameworks accounting standards, common financial statement errors and deficiencies, detailed analysis of the new lease accounting standard, accounting for income taxes under the new tax accounting standards, and more.

Acronym PFSSME117
 City KN
 Level Intermediate
 CPE 8
 Early Bird Fee \$299/399
 Add \$50 after 7/15

8/2 **Preparation, Compilation and Review Standards: Annual Update and Review of the SSARS**

Speaker: Walter Haig

This course includes an analysis of all the relevant authoritative pronouncements that you should understand in order to properly perform compilation and review engagements. The highlight of this course is an in-depth analysis of SSARS 21 including implementation guidance and common deficiencies in compilation and review engagements and how to avoid them.

Acronym PCRUR117
 City KN
 Level Intermediate
 CPE 8
 Early Bird Fee \$299/399
 Add \$50 after 7/16

8/3 **The Business Financial Health Checkup**

Speaker: Walter Haig

Get practical tools for predicting the future success of a business as you analyze its financial condition, profitability, cash flows, and organizational health. This course will cover developing and using benchmarks, techniques for developing a “workable” business plan, using financial presentations as management tools, identifying and interpreting profitability key factors, business profitability models and more!

Acronym BFHC117
 City KN
 Level Intermediate
 CPE 8
 Early Bird Fee \$299/399
 Add \$50 after 7/17

8/21 **Preparations, Compilations, and Reviews: Get Your Head Out of Your ARSC**

Speaker: Kurt Oestriecher

The AICPA’s Accounting and Review Services Committee (ARSC) develops the SSARS. There are now three levels of engagements in the SSARS — Preparation, Compilation, and Review — and they now extend to engagements other than historical financial statements such as specified items, elements, accounts, pro-forma financial information, and prospective financial information. This course is an in-depth discussion of all three levels of service to help you complete your engagements within standards.

Acronym PCE117
 City AL
 Level Basic
 CPE 8
 Early Bird Fee \$299/399
 Add \$50 after 8/6

8/30 **Teleconference: Financial Statement Preparation, Compilation, and Review**

Speaker: Panel

This course is designed to help practitioners who perform financial statement preparation, compilation, or review engagements. Our panelists will provide an in-depth examination of SSARS 21, 22 and 23 and will provide practice tips that will assist you in performing profitable standard compliant engagements.

KN CPN08K17
 MN CPN08M17
 SH CPN08S17
 Level Update
 CPE 8
 Early Bird Fee \$215/315
 Add \$50 after 8/15

8/30 **Standards Update for Small Businesses**

Speaker: Anne Oestriecher

The annual standards update is a comprehensive overview of accounting, auditing, compilation and review, and ethics standards that have been issued within the past 18 months. In addition to the authoritative standards listed above, non-authoritative standards such as FRF for SMEs will be covered in this class.

Acronym SUSB117
 City BR
 Level Update
 CPE 8
 Early Bird Fee \$299/399
 Add \$50 after 8/15

Acronym SMBP17
City LF
Level Update
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/4

9/19 Current Accounting and Attest Service Update for Practitioners With Small-Business Clients
Speaker: Marty Van Wagoner

Specifically tailored for practitioners who do not perform audits, but provide other attest and non-attest services to small and medium-sized businesses, this course is a comprehensive update covering recently issued accounting, compilation, and review standards, as well as other professional guidance impacting small and medium-sized business accountants. The course uses practical examples and illustrations to help you understand and apply the material in practice.

Acronym SWLD17
City LF
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/5

9/20 Sweeping Your Workpapers for Landmines: Avoiding Deficient Audits
Speaker: Marty Van Wagoner

Reviewing workpapers is a critical internal quality control safeguard that ensures the audit reports are appropriate for the specific engagement's circumstances. This course will provide tips and techniques for effective and efficient review of audit workpapers, the success of which heavily depends on an auditor's proper application of critical financial statement audit concepts such as assessing audit risk, applying strong substantive analytical procedures, and evaluating areas of estimates and uncertainty.

Acronym PCE217
City KN
Level Basic
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/6

9/21 Preparations, Compilations, and Reviews: Get Your Head Out of Your ARSC
Speaker: Kurt Oestriecher

The AICPA's Accounting and Review Services Committee (ARSC) develops the SSARS. There are now three levels of engagements in the SSARS — Preparation, Compilation, and Review — and they now extend to engagements other than historical financial statements such as specified items, elements, accounts, pro-forma financial information, and prospective financial information. This course is an in-depth discussion of all three levels of service to help you complete your engagements within standards.

Acronym SUSB217
City KN
Level Update
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/10

9/25 Standards Update for Small Businesses
Speaker: Anne Oestriecher

The annual standards update is a comprehensive overview of accounting, auditing, compilation and review, and ethics standards that have been issued within the past 18 months. In addition to the authoritative standards listed above, non-authoritative standards such as FRF for SMEs will be covered in this class.

Acronym FAIP17
City SH
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/12

9/27 Forensic Accounting Investigative Practices
Speaker: Wayne Wells

If you are looking to gain more skills in the growing and lucrative field of forensic accounting, you'll want to start with this course. Effective forensic accountants are part of a new breed of practitioners who possess a broad spectrum of traits and knowledge. This course dives into the unique investigative and communications skills and analytical practices required of the best forensic accountants by teaching you how to provide expert witness testimony in mediations, arbitrations, and governmental hearings. You'll also learn how to use proven research, investigative methods, and proper documentation of evidence to successfully complete a forensic accounting engagement.

ACCOUNTING & AUDITING

9/28 **Fraud Update: Detecting and Preventing the Top Ten Fraud Schemes**

Speaker: Wayne Wells

Many costly fraudulent schemes have occurred repeatedly throughout the past several decades. One reason is that business owners, management, auditors, and employees fail to recognize the red flags that have been associated with these financial statement and misappropriation of asset frauds. Another major reason is that the reporting and transaction processing systems do not have adequate controls to either prevent and/or detect these schemes. This course will provide descriptions of how these major frauds are perpetrated (including real-world examples) and the types of cost-effective controls that can be implemented by both small and large businesses and nonprofit entities to identify and prevent these deceptive acts.

Acronym TTFS117
City SH
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/13

GOVERNMENT & NONPROFIT

8/16 **2017 Governmental Accounting and Auditing Update**

Speaker: J. Michael Inzina



The Governmental Accounting and Auditing Update is designed to provide you with a comprehensive, in-depth review of what's happening at the GASB, AICPA, GAO and OMB, including GASB Statements and Interpretations, Statements on Auditing Standards, Auditing Interpretations, Audit Guides, Statements of Position, exposure drafts and projects in progress, with emphasis on the practical application and impact on practitioners in small to medium-sized firms and members in government.

Acronym GAU17
City LF
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 8/1

8/28 **Advanced Auditing of HUD-Assisted Projects**

Speaker: Jeanette Bax-Kurtz



Does your organization know what it takes to perform a HUD audit? In this course, you will gain important insights into compliance pitfalls for HUD-assisted housing owners and managers. You will also assess and evaluate the latest changes in the federally-assisted housing industry and efficiently plan, perform, and report a HUD-assisted engagement.

Acronym EOAHUD17
City BR
Level Advanced
CPE 8
Early Bird Fee \$299/399
Add \$50 after 8/13

8/29 **Not-for-Profit Financial Reporting: Mastering the Unique Requirements**

Speaker: Jeanette Bax-Kurtz



Do you know what makes not-for-profit accounting and financial reporting different? Are you aware of how not-for-profit financial statements will change as a result of the FASB's Financial Statement Project? Through a combination of practical guidance and case studies, this course will provide insight into what makes not-for-profits different while training you to clear key hurdles in not-for-profit accounting and reporting in an efficient and effective manner. Avoid the potholes of confusion and provide a financial picture that end users can truly understand.

Acronym NFPF17
City BR
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 8/14

9/28 **Accounting & Auditing for Government Employee Benefits**

Speaker: John Georger, Jr.



GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, represented a monumental change for those that prepare financial statements for and audit governmental pensions. GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, apply many of those changes to governmental other postemployment benefits. This course provides in-depth examples and exercises that will give participants practical application of the concepts presented.

Acronym GEBS17
City KN
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/13

AcronymGNAU17
 City KN
 Level Update
 CPE 8
 Early Bird Fee \$299/399
 Add \$50 after 9/14

9/29 Government & Nonprofit Annual Update
 Speaker: John Georger, Jr.

Change is inevitable and at times overwhelming if you are unprepared. Ensure you are current in governmental and not-for-profit accounting and auditing. This update course is designed to prepare you for the latest accounting and auditing developments affecting governments and not-for-profits.

MANAGEMENT

AcronymLL417
 City KN/WEB
 Level Basic
 CPE 2
 Early Bird Fee \$48/70
 Time 11:30a – 1:10p

8/15 Lunch&Learn: Recent Labor & Employment Law Developments
 Speaker: Brook Duncan

In this presentation, we'll review the latest and greatest in workplace legal developments and discuss practical and legal ways to stay out of trouble, plus an overview of what to expect from the Trump Administration.

KN CPN09K17
 MN CPN09M17
 SH CPN09S17
 Level Intermediate
 CPE 8
 Early Bird Fee \$215/315
 Add \$50 after 9/5

9/20 Teleconference: Business Fraud Update
 Speaker: Panel

This year's update is a fast-moving seminar that will provide a comprehensive look at fraud from the technical, legal, ethical, and operational perspectives and update participants on the most recent legal and regulatory developments in this important area of professional responsibility. You'll learn new skills for meeting your professional, legal, and ethical responsibilities to make reasonable efforts to deter, prevent, and detect fraud. In addition, you'll learn what to do (and not do) when fraud actually happens.

Acronym EBC17
 City BR
 Level Intermediate
 CPE 16
 Early Bird Fee \$499/699
 Add \$50 after 9/13

9/28-29 Excel Bootcamp: Two Days of Intensive Excel Training
 Speaker: Mac McClelland

This two-day, laptop-friendly course takes you through Excel from A to Z and to take your knowledge to the next level. In addition to long-standing features, you'll get coverage of recent improvements including additions to the function library, tables, a vastly improved charting engine, and an overhaul of PivotTable functionality. You'll also learn a variety of power features" to help you create complicated spreadsheets in a fraction of the time.

Let your voice be heard!

LCPA's Political Action Committee is our collective voice, serving to safeguard your interests and preserve the integrity of the CPA designation.

Donate to LCPA's PAC at
lcpa.org/BackThePAC



TAXATION

8/14 Louisiana Sales and Use Tax

Speaker: Gary Dressler

Louisiana is recognized nationally as being one of the most challenging states for sales and use tax compliance. Our convoluted statutes and 64 local tax jurisdictions are the leading cause of this reputation. Even without the additional issues we have in our state, sales and use tax compliance is difficult. An understanding of the Louisiana statutes, rules and jurisprudence is imperative for identifying potential liabilities and/or overpayments as well as planning for minimizing sales tax.

Acronym LSUT117
City KN
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 7/30

9/19 Lunch&Learn: Current Developments in Louisiana Sales & Use Tax

Speaker: Robert Angelico

This presentation will cover recent developments in Louisiana state and local sales and use tax including legislation, court decisions, and audit issues.

Acronym LL517
City KN/WEB
Level Basic
CPE 2
Early Bird Fee \$48/70
Time 11:30a – 1:10p

9/21 Louisiana Sales and Use Tax

Speaker: Gary Dressler

Louisiana is recognized nationally as being one of the most challenging states for sales and use tax compliance. Our convoluted statutes and 64 local tax jurisdictions are the leading cause of this reputation. Even without the additional issues we have in our state, sales and use tax compliance is difficult. An understanding of the Louisiana statutes, rules and jurisprudence is imperative for identifying potential liabilities and/or overpayments as well as planning for minimizing sales tax.

Acronym LSUT217
City LF
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/6

9/26 Basis/Distributions for Pass-Through Entities: Simplifying the Complexities

Speaker: Peter Towle

The IRS is scrutinizing, more closely than ever, the basis owners have and the transactions for which the computation of basis is required. This course addresses the rules used to determine basis for partnerships and S Corporations, and puts the computation of basis in contexts that often come under scrutiny – loss limitations, distributions, and sales of an interest, among others. Learn the crucial rules for computing the adjusted basis and the tax treatment of distributions from pass-through entities, such as partnerships and S Corporations. Focus on the computation of the basis and the at-risk amount for these entities. Become familiar with correct allocation of liabilities among partners, the types and amounts of income that can result from distributions and sales of interests, and the basis of assets distributed from pass-through entities.

Acronym BADI117
City KN
Level Intermediate
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/11

9/27 Advanced Mergers, Acquisitions, and Sales of Closely Held Businesses

Speaker: Peter Towle

If you ever wanted to know the mechanics of buying, selling or merging companies, this course offers key insights into the transaction marketplace. This material is aimed at a broad audience of business owners, senior managers, CFOs, advisors to closely held businesses, bankers, auditors and attorneys. Business transactions are marquee events in the history of most closely held businesses, and therefore, demand inordinate attention to detail and process. Many skill sets are involved in this process and topics such as negotiations, business valuations, strategic thinking, finance, family businesses, accounting, taxes and group dynamics are covered. Follow real-life case analysis to gain strategic insights into the fascinating transaction marketplace.

Acronym PSAS17
City KN
Level Advanced
CPE 8
Early Bird Fee \$299/399
Add \$50 after 9/1

CONFERENCES & WORKSHOPS

Acronym SALT17
CPE 8
Early Bird Fee \$289/389
Add \$50 after 7/20

8/4 2017 State & Local Tax Workshop Crowne Plaza Baton Rouge

Just as the dust begins to settle after the end of the 2017 Louisiana Regular and Special Legislative sessions, who knows what's next as the legislators continue to rustle up solutions to address budget issues. Though you may be feeling saddle sore after a rough tax season, here's your chance to hear the latest in legislation, litigation, LDR initiatives, and tax credits and incentives. We've rounded up authorities on important state and local tax issues to get you updated — lock, stock, and barrel.

Acronym BIC17
CPE 18
Early Bird Fee \$429/629
Add \$50 after 7/26

8/10-11 2017 Business & Industry Conference The Ritz-Carlton, New Orleans

Running a business these days is a whole new ball game. It's important to keep your eye on the ball, especially when ever-changing laws and regs can easily throw you a curve. The 2017 Business & Industry Conference hits it out of the park with a major league lineup of speakers on hot topics in employment law, benefits, cybersecurity, the state and local economy, tax changes, and much more. So, step up to the plate and learn to avoid costly errors and create a winning game plan that makes you a standout in your field.

Acronym LAAC17
CPE 16
Early Bird Fee \$429/629
Add \$50 after 8/1

8/17-18 2017 Louisiana Accounting & Auditing Conference The Ritz-Carlton, New Orleans

With a slew of new regulations to consider, make sure you and your team are ready to make the leap. This conference features some of the best speakers in their fields so you'll get the most up-to-date information from in-the-know sources — people like Russ Madray, Mike Inzina, Anne Oestriecher, PCC Chair Candy Wright, ASB Liaison Ahava Goldman, and BCBS' Mike Bertaut. Topics include technical standards, cybersecurity, healthcare, nonprofits, negotiating, and more. You'll get a jump on a wide variety of issues that will impact you and the organizations you work with.

Acronym AAS17
CPE 8
Early Bird Fee \$299/399
Add \$50 after 8/31

9/18 2017 Accounting & Auditing Symposium Holiday Inn Downtown, Alexandria

Taught by A&A dynamic duo Kurt and Anne Oestriecher, this event attracts CPAs in public practice, industry, and government from mostly central and north Louisiana who want to get up to date on the most recent developments in accounting and auditing.

Acronym SBW17
CPE 8
Early Bird Fee \$259/359
Add \$50 after 9/5

9/20 2017 Small Business Workshop LCPA Kenner Training Center

Competition can be brutal and trying to outpace your business rivals is not only a constant challenge, it's a necessity for survival. LCPA's Small Business Workshop focuses on the knowledge and innovation needed to keep your company ahead of the pack. From general issues such as tax compliance, efficiency, risk management, and labor laws, to those specific to family-owned businesses, you'll sharpen your instincts and build confidence to lead your company to success.

CONFERENCES & WORKSHOPS

8/25 2017 Estate & Financial Planning Workshop Gardern Event Center, Bossier City

Uncertainty seems to be the new normal these days. With tax reform, health care reform, and other regulatory changes all on the table, even the most experienced planners are unsure what moves to make next. Take a deep breath – we're here to help. While we can't predict the future, we can give you the most up-to-date information on new and recent changes – and some highly educated guesses on what might be coming down the road. We may not solve all the world's problems, but rest assured, you'll leave with useful information that will help you set yourself and your clients up for the best possible outcomes.

Acronym EFP17
CPE 8
Early Bird Fee \$279/379
Add \$50 after 8/10

9/22 2017 Financial Institutions Conference Renaissance Baton Rouge

This event attracts CPAs in mid- to upper-level management in the banking industry, as well as CFOs and CEOs of non-public companies, and public firms who have financial institution clients.

Acronym FIC17
CPE 8
Early Bird Fee \$289/389
Add \$50 after 9/7

WEBCASTS

Date	Title	Acronym	CPE	Fee
ACCOUNTING & AUDITING				
8/2	QuickBooks: Quickly Reconcile and Create Schedules for Balance Sheet Accounts	XSQBBS	2	\$89/114
8/3	Applying the Risk Assessment Standards to Enhance Audit Quality	XARAAQ317	4	\$159/199
8/3	Mandatory EBPAQC Designated Partners 2017 Audit Planning Rebroadcast	XAMAND217	2	\$99/129
8/4	Audit Workpapers: Documenting Field Work	XADFW217	4	\$159/199
8/4	Audit Workpapers: Reviewing Field Work	XAFWD217	4	\$159/199
8/4	Accounting Industry Update: FASB Changes 2017 & Beyond	XCAAIUFB117	2	\$.60/94
8/4	Accounting Industry Update: FASB Hot Topics, Agenda & Financial Presentation	XCAAIUHT117	1	\$.30/50
8/7	Developing Internal Control Maintenance Routines	XCDCMRW117	2	\$.60/94
8/8	Revenue: The Five Steps (Topic 606-10)	XCREVTF17	2	\$.60/94
8/9	Documenting Your EBP Audit: What You Need to Know	XAEBPD317	8	\$249/319
8/15	Fraud in Small to Medium-Sized Entities	XAFSME217	4	\$159/199
8/15	Interpreting the New Revenue Recognition Standard: What All CPAs Need to Know	XAINRR217	4	\$159/199
8/17	Classification and Measurements	XCCLME17	8	\$245/375
8/18	Identity Theft: Preventing, Detecting, and Investigating	XAIDENT217	8	\$249/319
8/18	Creating an Internal Control Implementation Process	XCCCPW117	2	\$.60/94
8/18	Update on PCC's Activities and the Simplification Initiative	XCPCCA17	3	\$90/140
8/22	Revenue: Effective Date, Disclosure and Transition & Other Assets and Deferred Costs (Topics 340-40 and 606-10-50)	XCREVED117	2	\$.60/94
8/24	Spotlight on Valuing a Business	XCSPOVB17	2	\$.60/94
8/24	Automotive Dealership Balance Sheet and Income Statements	XSAUTO17	2	\$89/114
8/28	Fraud: Essential Audit Tools and Techniques	XCFRAUD417	4	\$120/188
8/29	The New Clarified Attestation Standards: What You Need to Know	XACAS317	4	\$159/199
8/29	Audits of 401(k) Plans	XAAFKP217	8	\$249/319
8/31	Sweeping Your Workpapers for Landmines: Avoiding Deficient Audits	XSSWLD17	8	\$219/319
9/1	Audit Workpapers: Documenting Field Work	XADFW317	4	\$159/199
9/1	Audit Workpapers: Reviewing Field Work	XAFWD317	4	\$159/199
9/6	Understanding the Complexities of Fraud in Order to Develop Ways to Mitigate Risk	XCUCFRW117	8	\$245/375

Date	Title	Acronym	CPE	Fee
9/7	Internal Control: How Does It Impact an Audit?	XAAUIC217	4	\$159/199
9/7	Limited-Scope Audits of 401(k) Plans	XCADEB17	8	\$245/375
9/8	Statement of Cash Flows: Preparation, Presentation, and Use	XAFCS217	4	\$159/199
9/8	Automotive Dealership Internal Control Activities	XSAUT217	2	\$89/114
9/11	Accounting and Auditing Update	XAAUAA217	4	\$159/199
9/12	Leases: Is it a Lease? (Topic 842-10)	XCLESO17	2	\$.60/94
9/13	Fraud: Recent Findings, Red Flags and Corruption Scheme	XAFRAU317	4	\$159/199
9/13	Advanced Accounting & Auditing Quarterly Update Q3	XAAAQ317	2	\$.99/129
9/13	The Most Common Financial Statement and Asset Fraud Schemes: How to Detect and Prevent Them	XATTF317	4	\$159/199
9/13	Perplexing Financial and Economic Issues for the CFO/Controller	XSFEC217	8	\$219/319
9/14	Purchasing, Inventory, and Cash Disbursements: Common Frauds and Internal Controls	XAPCD217	4	\$159/199
9/15	Internal Control and COSO Essentials for Financial Managers, Accountants and Auditors	XAICDAD217	8	\$249/319
9/19	Leases: Lessee (Topic 842-20)	XCLESE17	2	\$.60/94
9/20	Monitoring an Organization's Policies and Procedures	XCMOPPW117	4	\$120/188
9/21	Analyzing a Company's Financial Statement	XAFSABM217	4	\$159/199
9/21	Forensic Accounting: Uncovering Schemes and Scams	XAFAFR217	4	\$159/199
9/22	Preparing Financial Statements for Clients	XCPRF317	2	\$.60/94
9/22	Small-Business Financial Statements	XCFRF217	4	\$120/188
9/26	Accounting and Auditing Update	XCAAU17	8	\$245/375
9/26	Leases: Lessor & Effective Date and Transition (Topic 842-30)	XCLESED17	2	\$.60/94
9/27	2017 SEC Quarterly Update Q3 Webcast	XAQU317	2	\$.99/129
9/28	Revenue Recognition: Mastering the New FASB Requirements	XAINRRM217	8	\$249/319
9/29	Accounting for Deferred Income Taxes	XAAIT217	8	\$249/319
9/29	Leases: Mastering the New FASB Requirements	XALEAS217	8	\$249/319

GOVERNMENT & NONPROFIT

8/3	Accounting for Nonprofit Board Members	XCNPABM17	3	\$.90/140
8/31	Latest Developments in Nonprofit Accounting and Auditing	XSNPAA117	8	\$219/319
9/6	Fraud Risk in Governmental and Not-for-Profit Organizations	XAFRGNP217	4	\$159/199
9/11	Applying the Uniform Guidance in Your Single Audits	XAINUG317	8	\$249/319
9/15	Not-for-Profit Accounting and Auditing Update	XANAU117	4	\$159/199
9/15	Latest Developments in Governmental Accounting and Auditing	XSGVAA17	8	\$219/319
9/20	Auditing Not-for-Profit Entities: Superior Skills for an Effective and Efficient Audit	XSANFP117	8	\$219/319

MANAGEMENT

8/2	Creating Dashboard Components in Microsoft Excel	XCCDXLW17	4	\$120/188
8/2	K2's Excel Best Practices	XKEBP117	8	\$199/299
8/2	QuickBooks Client Data Review: An Accountant's Best Friend	XSQBDR17	2	\$89/114
8/3	Business Writing Series: Highlights of Grammar and Punctuation	XCBWSH17	2	\$.60/94
8/3	K2's Mobile Office Essentials: Hardware and Software for the Virtual Office	XKMOS17	2	\$.79/104
8/7	Leading Solutions for CPA Firms	XCLDCF17	2	\$.60/94
8/8	Financial Forecasting: Planning for Success	XAFFMD217	4	\$159/199
8/8	Spreadsheet Risk – Can you eliminate it?	XAEXRISK217	2	\$.99/129
8/8	Excel PivotTables – Powerful and Not Hard to Use...Really!	XCXLPTW17	8	\$245/375
8/8	Microsoft Dynamics NAV	XCMCSFDN17	1	\$.30/50
8/8	K2's Harness the Power of Array Formulas	XKHPA117	2	\$.79/104
8/8	K2's Word Advanced Tips, Tricks, and Techniques	XKWES217	4	\$129/179
8/8	The Keys to the Success of an Organization: Increasing Efficiency in the Organization	XSINEO117	2	\$89/114
8/9	K2's Excel 2013/2016 – Best New Features for Accountants	XKEBN217	2	\$.79/104
8/9	K2's Excel Tables - Database Technology Comes to Spreadsheets	XKETD217	2	\$.79/104

WEBCASTS

Date	Title	Acronym	CPE	Fee
8/9	K2's Office 2016 or Office 365 - Make the Right Decision	XKOFM217	2	\$79/104
8/10	Business Writing Series: Planning and Organizing Your Writing	XCBWSP17	2	\$60/94
8/10	Clients for Life: Retain Your Top Clients to Maximize Business Growth	XCCLRY17	8	\$245/375
8/11	In-depth with Excel's Conditional Formatting	XCIDEXF17	2	\$60/94
8/11	K2's Excel Tips & Tools for Better Budgets & Forecasts	XKETB217	2	\$79/104
8/14	2017 Technology Update	XATECU117	2	\$99/129
8/16	Cybersecurity Pitfalls and Information Risk Management for Not-for-Profits	XACYBR17	2	\$99/129
8/16	K2's Profiting with Excel's Best New Features	XKEPE217	2	\$79/104
8/16	QuickBooks Desktop 2017: New Features & Improvement	XSQBXX17	2	\$89/114
8/17	Get a Handle on Big Data With Microsoft Access	XCBDMA17	2	\$60/94
8/17	Using Intacct to Automate Compliance With ASC 606 and IFRS 15	XCUIATA117	2	\$60/94
8/18	K2's Excel Boot Camp Webinar Series, Part 4: Financial Reporting Tools and Processes	XKEBR17	4	\$129/179
8/21	Windows 10 Tips And Tricks	XCW1017	1	\$30/50
8/22	Success Leaves Clues: Exploring Next Practices of Extraordinary Firms: Business Model Innovation	XCSLEMI17	2	\$60/94
8/24	Managing Risk in a CPA Practice - Professional Liability Lessons Learned from 30 Years	XCMRCP117	2	\$60/94
8/25	Get & Transform Data in Excel	XCGTDEX17	2	\$60/94
8/29	The Big Deal About Big Data	XCBIDA17	4	\$120/188
8/30	The New Power Query: Get and Transform Your Data in Excel 2016	XAEXGT317	2	\$99/129
8/30	QuickBooks Online: A Cloud Accounting Solution to Meet Your Needs	XSQBOL17	2	\$89/114
8/30	QuickBooks: Customizing Reports	XSQBCR117	2	\$89/114
8/31	K2's Excel Data Combination and Consolidation	XKEDC217	2	\$79/104
8/31	K2's Excel PivotTables for Accountants - Part I	XKEPT217	4	\$129/179
8/31	Excel Lookups: Moving Beyond VLOOKUP Limitations	XSEXLU117	2	\$89/114
9/1	K2's Excel Budgeting Techniques	XKEXB217	2	\$79/104
9/1	K2's PowerPivot and Power View - Desktop Analytics in Excel	XKPPV217	2	\$79/104
9/5	K2's Microsoft Outlook Tips, Tricks and Advanced Techniques	XKOTT17	4	\$129/179
9/5	K2's Power Up Your PivotTables	XKPPPT	2	\$79/104
9/6	KPI Dashboards - The New Financial Reporting Model	XAKPIDB117	2	\$99/129
9/6	K2's Detecting and Preventing Spreadsheet Errors	XKDPSS17	2	\$79/104
9/6	K2's Do It Yourself Business Intelligence	XKDBI217	4	\$129/179
9/6	Marketing Mastery: Achieve Results Without Breaking the Bank	XSM MBC17	2	\$89/114
9/7	K2's Create Stunning Dashboards with Power BI Desktop	XKCS D17	2	\$79/104
9/7	K2's Excel Guru - Tips to Make Your Head Spin	XKEGU17	2	\$79/104
9/8	K2's Information Security - A Practical Approach	XKISA17	2	\$79/104
9/8	K2's Power Charting in Excel	XKPC E17	2	\$79/104
9/12	The Keys to the Success of an Organization: The Key to Organizational Success	XSKEOS17	2	\$89/114
9/13	Risk, Cost, and Cash Management for Controllers and Financial Managers	XATKBP117	4	\$159/199
9/13	K2's Securing Your Data - Practical Tools for Protecting Information	XKSEC117	4	\$129/179
9/14	K2's Reporting Tools for Productivity	XK RTP217	2	\$79/104
9/14	Excel Tables and Conditional Summing	XSEXTB117	2	\$89/114
9/18	Data Breaches & Other Cyber Frauds: A 21st Century Risk to Your Organization	XADATA217	4	\$159/199
9/19	Time to Get Serious About Information Security	XASECTY217	2	\$99/129
9/20	New Manager Series: The How-To's of Leading	XCNMGS417	2	\$60/94
9/21	MS PowerPoint - Create Presentations that Engage Your Audience	XAPPCRT217	2	\$99/129
9/21	K2's Top PDF Features You Should Know	XKPFY217	4	\$129/179
9/25	Excel for Accounting Professionals Session 5: Error Trapping and Improving Lookups	XAEXAP517	2	\$99/129
9/25	Employment Law Update: Examining Critical Issues with FMLA, HIPAA, COBRA, ADA and More	XAEMPL217	4	\$159/199
9/26	Employment Law Update: Reducing Employer Liability	XALAWU217	4	\$159/199

Date	Title	Acronym	CPE	Fee
9/26	Simplifying Security of Online Passwords	XAPSWD117	1	\$.59/69
9/26	Success Leaves Clues: Exploring Next Practices of Extraordinary Firms: The Experience Economy - Compliance to Transformations	XCSLECT17	2	\$.60/94
9/26	The Keys to the Success of an Organization: Organize Your Organization for Success	XSOROS217	2	\$89/114
9/27	Cloud Systems - Is My Data Safe and Secure?	XACLDATA217	1	\$.59/69
9/27	QuickBooks Online: Changing the Paradigm of Small Business Accounting	XCQBO417	4	\$120/188
9/28	MS PowerPoint – Advanced Techniques for Better Presentations	XAPPADV217	2	\$.99/129
9/29	Streamlined Excel Reporting Series Session 4: External Data and PivotCharts	XAPIV417	2	\$.99/129

PROFESSIONAL DEVELOPMENT

8/1	Beyond Networking: Building Successful Business Relationships	XSBRBC17	2	\$89/114
8/25	Time Management for CPAs	XCTMCP117	2	\$.60/94
9/12	The Vital Personal-Organizational Development and Governance Link; and Culture-Environment Connection	XSPALI17	2	\$89/114

SPECIALIZED KNOWLEDGE

8/10	Personal Financial Planning Update: Income Tax, Retirement and Estate Update	XCPFPUTX17	2	\$.60/94
8/10	Personal Financial Planning Update: Insurance Planning Update	XCPFPUI17	2	\$.60/94
9/26	Preparing Form 5500	XCFM5517	8	\$245/375

TAXATION

8/1	Introduction to K-1 Issues for S Corporation Shareholders	XSK1SC17	2	\$89/114
8/1	Most Tax Advantaged Ways of Getting Money Out of Your IRA or Pension Plan	XSGMOI117	2	\$89/114
8/2	Tax Research I	XATR1217	4	\$159/199
8/2	Stock vs. Asset Acquisitions of C Corporations	XSSVAS117	2	\$89/114
8/3	Essential Depreciation and Expensing Update	XSTDP4117	4	\$139/189
8/4	Accounting Methods and Periods	XAAMP217	2	\$.99/129
8/4	Corporate Tax Planning: Taking Money Out of C Corporations	XCTMOC17	1	\$.30/50
8/4	S Corporations: Built-in Gains Tax	XSCSCBG17	2	\$.60/94
8/8	Federal Taxation of Legal Marijuana	XCFDTM17	4	\$120/188
8/8	Liquidation of Flow-Through Entities for LLCs and Partnerships	XSLFTE117	2	\$89/114
8/8	What CPAs Should Know About Trust Instruments	XSTRIT117	2	\$89/114
8/9	Fringe Benefits & the Impact on Employee Compensation	XCFBI117	4	\$120/188
8/9	An Introduction to Tax-Free Reorganizations	XSITFR17	2	\$89/114
8/9	Guide to Depreciation Rules and Their Interaction with the Repair Regulations	XSDEPR17	2	\$89/114
8/11	Intermediate Individual Taxation	XAIIT117	8	\$249/319
8/11	Top Five Tax Topics	XSTTE4117	4	\$139/189
8/14	Buying and Selling Corporate Businesses - Using Installment Obligations	XCCBUI117	1	\$.30/50
8/14	Guide to Understanding the Passive Activity Rules	XSPAR4117	4	\$139/189
8/14	S Corporations: Determining Reasonable Compensation for Shareholder-Employees	XSRCSC117	2	\$89/114
8/15	S Corporation Fundamentals	XASCF217	8	\$249/319
8/15	Applying Section 199 Manufacturer's Deduction	XSR19917	2	\$89/114
8/15	Fiduciary Income Tax Returns -- Form 1041 Workshop with Filled-in Forms	XS1041217	8	\$219/319
8/16	Form 990: Exploring the Form's Complex Schedules	XAF990A217	8	\$249/319
8/17	Taxation of Property Transactions	XATPT217	4	\$159/199
8/17	Hot Tax Topics - Pat Garverick's Monthly Update	XCHTT317	2	\$.60/94
8/17	Report of Foreign Bank and Financial Accounts	XSFOR217	2	\$89/114
8/17	Understanding the Foreign Account Tax Compliance Act	XSFOR117	2	\$89/114
8/18	Allocating Partnership/LLC Income, Losses and Debt to Partners	XCAPLD117	4	\$120/188
8/18	Comparing and Contrasting Retirement Plans for Small and Medium-Sized Businesses	XSCCSM17	2	\$89/114
8/21	Best Practices for Payroll Taxes and 1099 Issues	XAGPT217	8	\$249/319

WEBCASTS

Date	Title	Acronym	CPE	Fee
8/21	Buying and Selling Partnerships	XCBS117	2	\$60/94
8/21	S Corporations' Converting to C Corporation	XCSC117	2	\$60/94
8/21	Meet Your Next Migraine: Five Critical Issues That Will Confront Tax Public Accountants in 2017	XSCIT417	4	\$139/189
8/22	Multistate Taxation	XAMST217	8	\$249/319
8/22	Strategies for Maximizing Social Security Benefits	XSSPMB217	2	\$89/114
8/23	Secrets of Dealing with the IRS	XSDIRS217	2	\$89/114
8/23	Year-End Tax Planning Ideas for Individuals	XSYPE1117	2	\$89/114
8/24	Stock & Debt Basis Calculations for S Corporation Shareholders	XCSSD117	2	\$60/94
8/24	Key Issues that Practitioners Need to Know About Medicare	XSMEDC17	2	\$89/114
8/25	Advanced Tax Planning S Corporations	XAATPSC217	8	\$249/319
8/25	Individual Tax Planning Topics	XCITXP17	8	\$245/375
8/25	Best Federal Tax Update	XSBFTU117	8	\$239/339
8/29	Individual Tax Planning	XAITP217	8	\$249/319
8/29	Schedule M-2 – How to Correctly Prepare the Accumulated Adjustments Account (AAA) and Determine the Tax Ramifications of S Corporation Distributions	XCSM2PW117	2	\$60/94
8/30	Passive Activity Loss (PAL) Basics-Material Participation and Grouping Rules Review	XCPMG217	2	\$60/94
8/31	IRS Audits	XAIRS217	4	\$159/199
8/31	Introduction to Mergers and Acquisitions: Tax Strategies and Consequences	XSMATS117	2	\$89/114
9/1	Calculating a Partner's or LLC Member's Basis	XSCPMB17	2	\$89/114
9/5	Choosing the Right Business Entity	XSCRBE217	2	\$89/114
9/6	Determining Earnings and Profits for Separate Corporations and Consolidated Groups	XSDEPC117	2	\$89/114
9/7	Form 4797 Ins & Outs of Reporting the Sale of Trade or Business Property	XCF4797117	2	\$60/94
9/12	Best Practices for Payroll Taxes and 1099 Issues	XAGPT317	8	\$249/319
9/12	Introduction to K-1 Issues for Partners and Members in an LLC	XSK1PM217	2	\$89/114
9/18	What to Do If Your Client Can't Pay the IRS	XSCLCP17	2	\$89/114
9/19	Top Individual Tax Planning Strategies That Save Clients Money	XSITSM217	2	\$89/114
9/22	K-1 Boot Camp for S Corporations and LLCs	XSK1SL117	8	\$219/319
9/22	Understanding the Section 338(h)(10) Election	XSS33817	2	\$89/114
9/25	Handbook for Mastering Basis, Distributions, and Loss Limitation Issues for S Corporations, LLCs, and Partnerships	XSHMBI117	8	\$219/319
9/27	Individual and Financial-Planning Tax Camp	XSIFCP17	8	\$239/339
9/29	Hiring and Firing of Employees – What You Can and Cannot Do	XSHFEM217	2	\$89/114

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Charges and fees are assessed by when the transactions are RECEIVED, not when the item was mailed or postmarked. The early bird expiration date listed on all course descriptions is two weeks before the course date, not including the actual course date.

If registering less than a week before the course, members should register online, FAX the registration to 504.469.7930, or call our Member Service Center to register. Registrations received after the early bird expiration date will be charged an additional \$50.00 late fee per course. While we prefer payment at the time of registration, this is not mandatory.

Non-Member Surcharges: Non-members fees are \$100/8-hour, \$50/4-hour, and \$25/2-hour course. This applies to all CPAs who are not members of LCPA or a reciprocal state CPA society, along with non-CPAs who do not work for an LCPA member. Non-certified staff of LCPA members and LCPA applicants qualify for the discounted member rate. Upon registration, the staff member or CPA applicant

must identify themselves as such. The reciprocal state registrant cannot reside in Louisiana. Non-Reciprocal States: Members of these state societies must pay the non-member surcharge: AK, FL, GA, Guam, MO, MO, UT, Virgin Islands.

Early Bird Fees: A discount is often given for registrations received at least two weeks prior to the course date. Fees are assessed by when the transactions are RECEIVED, not when the item was mailed or postmarked. The early bird expiration date listed on all course descriptions is two weeks before the course date, not including the actual course date.

Cancellation Charges: There is no fee if your cancellation is received at least 10 business days prior to the course date. After that, fees are assessed to cover the cost of pre-ordered materials and facility guarantees for meals, etc. Within 10 business days of the course date, cancellation fees are \$35/8-hour course, \$20/4-hour course, and \$10/2-hour course.

Transfers: You may transfer your

registration from one course to another, however additional fees may apply. If the transfer is within 10 working days prior to the original course date, the registration will incur the normal cancellation fee.

No-Shows: NO REFUND will be given when registrants fail to show up, without cancelling prior to the course.

Educator Discount: Full-time accounting educators can attend CPE courses at a 50% discount by meeting the following requirements:

- Society membership
- Employment as a full-time instructor in a Louisiana institute of higher education
- May not have a part-time practice.

On-Site Coordinator Discount: For courses held in any location, including Kenner, Course Coordinators receive 50% off the already discounted member rate. In exchange, Course Coordinators serve as the on-site LCPA representative, handling registration, distributing materials, and collecting course evaluations. (Does not apply to conferences and selected workshops.)

CPE REGISTRATION FORM				PAYMENT IS DUE WITH REGISTRATION.					
COURSE TITLE				COURSE ACRONYM					
COURSE DATE		COURSE LOCATION		<p>Mail Registration Form and Payment to:</p> <p>LCPA 2400 Veterans Blvd. Suite 500 Kenner, LA 70062</p> <p>Or Fax to: (504) 469-7930</p> <p>Society Office: (504) 464-1040 (800) 288-5272</p> <p>A.D.A. COMPLIANCE NOTICE In order to comply with the Americans With Disabilities Act, we request that if you have a disability, please let us know at least ten (10) working days prior to the event if alternative accessible arrangements are required.</p>					
ARE YOU AN LCPA MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO		<p>IF YOU ARE NOT AN LCPA MEMBER, PLEASE ANSWER THE FOLLOW QUESTIONS.</p>						ARE YOU A CPA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS A MEMBER OF YOUR FIRM/EMPLOYER AN LCPA MEMBER? IF YES, PLEASE LIST NAME OF LCPA MEMBER. <input type="checkbox"/> YES <input type="checkbox"/> NO									
ARE YOU A MEMBER OF ANOTHER STATE SOCIETY? IF YES, PLEASE STATE SOCIETY. <input type="checkbox"/> YES <input type="checkbox"/> NO									
ALL REGISTRANTS MUST COMPLETE THE INFORMATION IN THE SPACES BELOW.									
LAST NAME		FIRST NAME		MIDDLE INITIAL		LCPA ID NO.			
NAME OF FIRM/EMPLOYER				<input type="checkbox"/> PLEASE CHECK HERE IF THIS IS A NEW ADDRESS					
MAILING ADDRESS			CITY		STATE		ZIP CODE		
BUSINESS PHONE ()			BUSINESS FAX ()						
<input type="checkbox"/> CHECK ENCLOSED <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> American Express									
CREDIT CARD #			EXPIRATION DATE: ____/____/____ CVS #						
CARDHOLDER'S NAME AS PRINTED ON CARD:			CITY		STATE		ZIP CODE		
BILLING ADDRESS									
EMAIL ADDRESS				<input type="checkbox"/> PLEASE CHECK HERE IF THIS IS A NEW EMAIL ADDRESS					
ARE YOU INTERESTED IN BEING A CPE COURSE COORDINATOR? <input type="checkbox"/> YES <input type="checkbox"/> NO (Coordinators receive a 50% discount on course fees held in any location)									
<p>HOW DID YOU HEAR ABOUT THIS PROGRAM?</p> <input type="checkbox"/> WEBSITE <input type="checkbox"/> FROM A COLLEAGUE <input type="checkbox"/> E-MAIL <input type="checkbox"/> MONTHLY CATALOG <input type="checkbox"/> ANNUAL INDEX CATALOG <input type="checkbox"/> EVENT BROCHURE									

TOTAL FEES ENCLOSED



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