

SAMPLE PROMOTIONAL MATERIAL

MEMORANDUM

To: [Licensee]
From: [Sponsor]
Date: []
Re: Continuing Professional Education Seminar

[Course/Program Title*]

[Instructor]

[Date of Course*]

[Location Where Course Is Offered]

[General Content/Specific Knowledge or Skill Taught*]

[Prerequisites*] List all prerequisites. If none, state “no prerequisites.”

[Advanced Preparation*] List all prerequisites. If none, state “no prerequisites.”

[Course Level*] Basic, Intermediate, Advanced

[Teaching Methods*] Lecture, Self study, Group study

[Recommended CPE Credit*] (Credit must be awarded in accordance with the Board’s rules.)

Disclaimer- [Sponsor] is registered with the North Carolina State Board of CPA Examiners as a sponsor of continuing professional education. Complaints or comments regarding registered sponsors may be addressed to the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605.*

***THESE ITEMS MUST APPEAR ON ALL PROMOTIONAL MATERIAL.**