

# CPE Credit Policy

## *For SN Live Webinars*

### REGISTRATION

- ✓ Registration is on a per-person basis. To qualify for CPE credit, you must log in individually.
- ✓ Ensure your registration is in your name. If someone else registers you, they must use your name and email address.
- ✓ If multiple employees from the same company wish to attend, each individual must register separately.
- ✓ Do not share your registration login information.

### REQUESTING CPE CREDIT

CPE certificates are not automatically distributed. To request a CPE certificate, complete the webinar survey that appears at the end of the session.

CPE certificates will be emailed within 7-10 business days from [certificates@simplecert.net](mailto:certificates@simplecert.net). If you do not receive your certificate, please check your spam folder.

If you still cannot locate your certificate, please contact us at [snmarketing@stambaughness.com](mailto:snmarketing@stambaughness.com).

### OVERVIEW

SN offers webinars where attendees can earn Continuing Professional Education (CPE) credits.

As a CPE program sponsor through the National Association of State Boards of Accountancy (NASBA), SN is required to follow strict guidelines to grant CPE to webinar participants.

### REQUIREMENTS FOR CPE CREDITS

1

Participants must be logged into the webinar for at least 50 minutes to earn 1 CPE credit.

2

Participants must answer a minimum of 3 poll questions per 50 minutes to earn 1 CPE credit.

3

These requirements are tracked through the GoToWebinar attendance report.