Continuing Professional Education (CPE) Credit Guidance

All active CGMS's are required to complete at least 60 hours of continuing professional education hours (CPEs) every three (3) years on grants management topics or related technical subjects. The 60 CPE hours must be completed within the CGMS's three (3) year CPE cycle.

CGMS's DO NOT need to submit supporting documentation of the CPE hours at the time of renewal. The payment and signed CPE Tracking Form serve as the CGMS's affirmation of his/her compliance with the CPE requirements. **However, CGMS's are required to maintain supporting documentation on CPE credits earned for a minimum of three (3) years and provide it to the CGMS Committee upon request. This documentation may be requested by the CGMS Committee as part of the annual audit of a random sample of CGMS renewals.**

What are CPE programs?

CPE programs are structured educational activities with posted learning objectives designed to maintain or enhance the CGMS's professional proficiency in grant management. This may be achieved through interaction with an instructor and other participants (a group program such as a live program or live webinar). Self-study programs (i.e. a recorded webcast or study guide review) are only accepted if they have been award CPEs by an accrediting organization (i.e. NASBA).

What topics and subjects qualify for CPE hours for the CGMS certification renewal?

The CGMS is responsible for determining whether a topic or subject qualifies as an acceptable CPE. CPE programs include a wide variety of topics and subjects that may contribute to maintaining or enhancing the professional proficiency of some CGMS's, but not others. Determining what topics and subjects are appropriate for a CGMS to satisfy the CPE requirement is a matter of professional judgment. Among the considerations in exercising that judgment are the CGMS's experiences, the grant management area(s) in which they work, and the responsibilities they assume in performing government financial management functions.

To help one determine whether a course would qualify for CPEs, the CGMS should answer "yes" to ALL of the following questions:

- ➢ Is the information covered in this course applicable to grants management?
- ➢ Does this course contribute to my professional proficiency as a CGMS?
- ➢ Does this course provide information that directly benefits me in my job as a grants manager or enhance my overall knowledge of grant management?

Examples of Topics and Subjects

CPEs that would satisfy the CGMS renewal requirement must be grants management topics or related technical subjects applicable to grant management. Examples of topics and subjects include, but are not limited to, the following:

- accounting principles and standards
- acquisitions management
- analytical procedures
- assessment of internal controls
- assessment and evaluation methodologies
- asset management
- audit methodologies
- audit of contract compliance/costs
- audit/evaluation of program results
- audit risk and materiality
- audit/evaluation standards
- audit documentation preparation, review techniques and tools
- auditing research
- budgeting
- cash management
- compliance with laws and regulations
- compilation and review of financial statements
- contracting and procurement
- current industry risks
- cost principals
- ethics and independence
- evaluation design
- financial auditing
- financial management
- financial management systems
- financially related fraud
- financial reporting
- financial statement analysis
- forensic accounting
- forensic auditing
- government structure, organization and authority
- grant application development
- grant writing
- indirect cost rate
- internal control and internal control assessment
- inventory management
- performance measurement and reporting
- presentation skills
- principles of leadership, management and supervision
- procurement management
- productivity improvement
- program evaluation
- project management
- public accountability
- public administration
- public finance
- public policy and structure
- report writing
- research methods
- sampling methods
- statistics
- statistical analysis and techniques
- strategic planning

What education, training programs, activities, or topics and subjects <u>DO NOT</u> qualify for CPE hours?

Examples include, but are not limited to, the following:

- ➢ On-the-job training.
- ➢ Attending repeated presentations within a two (2) year period.
- ➢ Basic or elementary courses in topics and subjects in which the CGMS already has the necessary knowledge and skills and that served as the initial basis for qualification as a CGMS. NOTE: These types of courses may be acceptable in cases where they are deemed necessary as a "refresher" course to enhance the CGMS's proficiency (such refresher courses may only be taken once during the two (2) year period).
- ➢ Programs that are not designed to maintain or enhance CGMS's professional proficiency, but are designed for the general public or general personal development, such as resume` writing, improving parent-child relations, personal investments and money management, and retirement planning.
- ➢ Sales-oriented programs that demonstrate office equipment.
- ➢ Programs restricted to the financial management organization's administrative operations, such as how to prepare time and attendance reports or internal administrative reporting responsibilities.

- Business sessions at professional organization conferences, conventions, and meetings.
- Participation as a member of a committee of a professional organization.
- Preparation and presentation time for repeated presentations within the two (2) year period (unless it can be demonstrated that the content was changed or adapted such that additional study or research was needed prior to presenting the course).
- Conducting external quality control reviews.
- Taking exams or tests.

What criteria should be used to determine if group and/or self-study programs qualify for CPE hours?
In addition to selecting applicable topics, CGMS's should select CPE providers that offer quality training courses and provide adequate documentation.

The CGMS program does not pre-approve CPE programs for the CGMS certification renewal, so the guidelines below should serve as guidance for CGMS's in selecting the appropriate CPE courses. **The CGMS program also requires that the programs be accredited CPEs.**

To determine if programs contribute to professional proficiency and to facilitate documentation, the following criteria for CPE programs may be considered as appropriate:

For both group and self-study programs:

- An agenda or outline is prepared in advance and retained by the program sponsor that indicates the name(s) of the instructor(s), the subject(s)/topic(s) covered, the date(s) and length of the program, and the program's learning objectives and prerequisites.
- The program is developed by individuals qualified or experienced in the topic/subject matter.
- Program materials are technically accurate, current, and sufficient to meet the program's learning objectives.
- The program is reviewed by other qualified or experienced individuals. The nature and extent of any review may vary depending on characteristics of the program.
- Evaluations of the program are obtained from instructors and participants.

For group programs:

- Attendance records are maintained.
- The program is presented by a qualified instructor or discussion leader.

For self-study programs:

- The program sponsor provides evidence of satisfactory completion (a certificate or transcript).
- Participants are required to register for the program.

What CPE programs and activities qualify for CPE hours for the CGMS certification?
The following programs and activities qualify for CPE hours, provided they are in acceptable topics and subjects as discussed above:

Group programs such as:

➢ Internal training programs (courses, seminars and workshops). NOTE: Programs conducted by the employer of the individual must provide for an instructor or course leader. There should be formal instructional and training material. On-the-job training does not qualify.
➢ The portion of a grant management organization staff meeting in which a structured educational program with learning objectives is used to provide staff with knowledge regarding topics and subjects. Informal discussions of current events in the grant management profession do not qualify for CPE hours.
➢ Accredited university and college courses (credit and noncredit).
➢ Education and development programs presented at conferences, conventions, meetings, seminars, and workshops of professional organizations.
➢ Web-based seminars and structured programs of study.
➢ Audio conferences.

Self-Study study programs such as:

➢ Web-based courses.
➢ Correspondence courses, individual-study guides, and workbooks.
➢ Courses given through internet webcasts, televised presentations, DVD, CD-ROM, audio cassette tapes, videotapes, and computer programs.

Other professional activities, subject to the limitations discussed in section 15, are:

➢ Serving as a speaker, instructor, or discussion leader at group programs that qualify for CPE hours.
➢ Developing courses or the course materials for programs that qualify for CPE hours.
➢ Publishing articles and books on topics and subjects that qualify for CPE hours and that contribute directly to the author's professional proficiency. For example, writing an article published in NGMA's Quarterly Newsletter.

How are CPE hours measured for speakers, instructors, course developers and authors of published work?

Serving as a speaker, instructor or course developer:
Speakers, instructors, discussion leaders and course developers of programs that qualify for CPE can receive CPE hours for preparation and presentation time to the extent the topic or subject matter contributes directly to the CGMS's professional proficiency. The maximum number of CPE hours that may be granted to an individual as a speaker, instructor, discussion leader or course developer may not exceed 40 hours for any two (2) year period.

One (1) hour of CPE can be granted for each 50 minutes of presentation time, and up to two (2) additional hours of CPE may be granted for developing, writing or advance preparation for each 50 minutes of the presentation. For example, a speaker could receive up to 21 hours of CPE for a presentation of 350 minutes (7 hours for presentation and 14 hours for preparation). In this same example, an individual who develops or writes the course materials but does not participate in the presentation could receive up to 14 hours of CPE. An individual may not receive CPE hours for either preparation or presentation time for repeated presentations that he/she makes within the two (2) year period, unless the subject matter involved was changed significantly for each presentation.

Instructors for university or college credit courses can receive CPE hours based on the number of credit hours the university/college gives a student for successfully completing the course, and up to twice as much for preparation time, subject to the 40-hour maximum. For example, an instructor teaching a two (2) semester hour credit course can receive up to 40 CPE hours: 2 x 15 CPE hours per semester hour = 30 CPE hours + preparation time = 40 CPE hours (maximum as an instructor for any two (2) year period).

Published work:
Articles, books or materials written by CGMS's on topics and subjects related to their expertise and/or work that contribute directly to professional proficiency will qualify for CPE hours in the year they are published. One (1) hour of CPE can be granted for each hour devoted to writing articles, books or materials that are published. However, CPE hours for published writings may not exceed 20 hours for any two (2) year period.

What is the CGMS's responsibility for maintaining documentation of CPEs?
CGMS's are required to maintain supporting documentation of CPE hours earned for a minimum of three (3) years and provide it to the CGMS Committee upon request. The CGMS's records must include the following information for each CPE program or activity attended or completed:

- ➢ The sponsoring organization;
- ➢ The title of the program, including subject matter, field of study or a brief description of its contents;
- ➢ The dates attended for group programs or dates completed for study programs;
- ➢ The number of CPE hours earned; and
- ➢ Evidence of attendance or completion. This might include the following:
    - ✓ A certificate of attendance, a CPE form or other evidence or completion of CPE from the CPE provider for group and individual-study programs;
    - ✓ A CGMS "Self-Certification of Professional Development Activity/Event" Form;
    - ✓ A grade report received for a university or college credit course;
    - ✓ A letter from the program sponsor, documenting the CPE courses presented and/or developed;
    - ✓ A copy of the published book, article, or materials that names the writer as author or contributor, a written statement from the writer supporting the number of CPE hours claimed, and the name and contact information of the publisher, if applicable; or
    - ✓ An official report from the employer that has the employer's name and lists all of the required information (employee's name, sponsoring organization, title of the program, completion date and number of CPE hours earned).