
**Rules of
Department of Economic
Development**

**Division 10—Missouri State Board of Accountancy
Chapter 4—Continuing Education Requirements**

Title	Page
4 CSR 10-4.010 Effective Dates and Basic Requirements	3
4 CSR 10-4.020 Programs Which Qualify	3
4 CSR 10-4.030 Qualifying Subjects.....	4
4 CSR 10-4.040 Measurement of Continuing Education Hours.....	4
4 CSR 10-4.050 Reporting and Supporting Evidence	5

**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 10—Missouri State
Board of Accountancy
Chapter 4—Continuing Education
Requirements**

4 CSR 10-4.010 Effective Dates and Basic Requirements

PURPOSE: This rule sets the date on which continuing education courses will be required for renewal of permits to practice and establishes the basic continuing education requirements.

(1) As a condition for renewing a permit to practice, except as provided for in section (3) or (4) of this rule, all certified public accountants (C.P.A.s) who have held a certificate for more than three (3) years shall be required to have completed one hundred twenty (120) hours of acceptable continuing professional education courses in the three (3) reporting years immediately preceding their application for renewal of the permit.

(2) The board establishes the following to be a reporting year:

(A) The period beginning July 1, 1985 and ending June 30, 1986;

(B) The period beginning July 1, 1986 and ending June 30, 1987;

(C) The period beginning July 1, 1987 and ending June 30, 1988;

(D) The period beginning July 1, 1988 and ending June 30, 1989;

(E) The period beginning July 1, 1989 and ending December 31, 1990; and

(F) Effective with the period beginning January 1, 1991 and all years after that, the reporting year shall be the twelve (12)-month period beginning January 1 and ending December 31.

(3) Applicants applying for their initial permits to practice in Missouri shall not be required to complete continuing education courses to receive their initial permits. In order to renew their permits for the next licensing period, C.P.A.s who have held their certificates for more than three (3) years shall be required to have completed a minimum of twenty (20) hours of acceptable continuing education courses in the preceding reporting year. To renew their permits for the second renewal period, these persons shall have completed a minimum of forty (40) hours of acceptable continuing education courses in the two (2) preceding reporting years.

(4) The board may exempt a nonresident permit holder from the reporting requirement of 4 CSR 10-4.050(2) if the following conditions are met:

(A) The permit holder has a business address outside the state of Missouri; and

(B) The permit holder verifies to the board's satisfaction that s/he has met the continuing professional education requirements of the state in which the business address is located; and

(C) The board considers the continuing professional education requirements of the state in which the business address is located to be substantially equivalent to those of Missouri.

(5) The board, continuing education committee, or both, shall have authority to make exceptions to the continuing professional education requirement for reasons of health, military service, foreign residency or other good cause.

AUTHORITY: section 326.110, RSMo (Cum. Supp. 1996). Original rule filed Nov. 5, 1984, effective Feb. 11, 1985. Amended: Filed Aug. 3, 1988, effective Nov. 24, 1988. Amended: Filed April 18, 1989, effective July 27, 1989. Amended: Filed Feb. 5, 1990, effective June 28, 1990. Amended: Filed Oct. 9, 1996, effective April 30, 1997.*

**Original authority 1943, amended 1977, 1981, 1984, 1993, 1995.*

4 CSR 10-4.020 Programs Which Qualify

PURPOSE: This rule establishes the criteria to be satisfied in order for a continuing education program to be considered acceptable by the board.

(1) The overriding consideration in determining whether a specific program is acceptable is that it shall be a formal program of learning which contributes directly to the professional competence of an individual after s/he has been licensed to practice public accounting.

(2) The term programs refers to both formal group and formal self-study programs which comply with the following standards:

(A) The program should contribute to the professional competence of participants;

(B) The stated program objectives should specify the level of knowledge the participant should have attained or the level of competence s/he should be able to demonstrate upon completing the program;

(C) The education experience or prerequisites, or both, for the program should be stated;

(D) Programs should be developed by an individual(s) qualified in the subject matter and in instructional design;

(E) Program content should be current; and

(F) Programs should be reviewed by a qualified person(s) other than the preparer(s) to ensure compliance with the standards in this section.

(3) A group program is an educational process designed to permit a participant to learn a given subject through interaction with an instructor and other participants. When a group program complies with sections (2) and (6) of this rule, it is a formal group program.

(4) A self-study program is an educational process designed to permit a participant to learn a given subject without major interaction with an instructor. For a self-study program to be formal, the sponsor shall require registration by the participant and shall provide a certificate upon evidence of satisfactory completion, such as a completed workbook or examination, and the program must comply with sections (1) and (2) of this rule.

(5) Sponsors are the organizations responsible for presenting programs, they are not necessarily program developers.

(6) Formal group programs requiring class attendance shall be acceptable only if—

(A) An outline or agenda is prepared in advance and retained. The agenda, outline or attendance record shall indicate the name(s) of the instructor(s), the subject matter covered and the date(s) and length of the program;

(B) The program is at least one (1) hour (fifty (50)-minute period) in length;

(C) The program is conducted by a qualified instructor or discussion leader. A qualified instructor or discussion leader is anyone whose background, training, education or experience is appropriate for leading a discussion on the subject matter at the particular program;

(D) A record of registration or attendance is maintained; and

(E) The sponsor shall retain all records listed in subsections (6)(A) and (D) for five (5) years and make these records available to the board or its agent upon request by the board.



(7) The following are deemed to be acceptable provided the programs comply with sections (1), (2) and (6) of this rule:

(A) Professional education and development programs of the American Institute of Certified Public Accountants (AICPA) and the state societies;

(B) Technical sessions at meetings of the AICPA, state societies and chapters;

(C) Programs offered by sponsors that are registered with the National Registry of Continuing Professional Education (CPE) Sponsors;

(D) Credit and noncredit courses at an accredited college or university;

(E) Formal organized in-firm educational programs;

(F) Programs offered by other accounting, industrial, trade and professional organizations including, but not limited to, the following organizations:

1. American Accounting Association;
2. American Bankers Association;
3. American Bar Association;
4. American Management Association;
5. American Society of Women Accountants;
6. Association of Government Accountants;
7. Financial Executives Institute;
8. Governmental Finance Officers Association;
9. Institute of Internal Auditors;
10. International Association for Financial Planning;
11. National Association of Accountants;
12. National Association of Black Accountants, Inc.; and
13. American Association of Industrial Management (AAIM) Management Association;

(G) Committee meetings of professional societies that are structured as educational programs;

(H) Dinner, luncheon and breakfast meetings that are structured as educational programs; and

(I) Firm meetings for staff or management groups, or both, that are structured as educational programs. Portions of these meetings devoted to the communication and application of a professional policy or procedure may be acceptable. Portions devoted to firm financial and operating matters shall not be considered acceptable.

(8) Formal self-study programs as defined in section (4) of this rule will be acceptable in the reporting year that the course is completed.

(9) Writing published books and articles will qualify in the year in which the book or article is published; provided, it contributes directly to the professional competence of the author.

(10) Serving as an instructor or discussion leader at continuing education programs will qualify to the extent it contributes directly to the individual's professional competence.

*AUTHORITY: section 326.110, RSMo (Cum. Supp. 1993). * Original rule filed Nov. 5, 1984, effective Feb. 11, 1985. Amended: Filed June 4, 1990, effective Nov. 30, 1990.*

**Original authority 1943, amended 1977, 1981, 1984, 1993.*

4 CSR 10-4.030 Qualifying Subjects

PURPOSE: This rule establishes general subject matters which are acceptable as continuing education courses; provided, the program also complies with the criteria established in 4 CSR 10-4.020.

(1) The following general subject matters are acceptable as continuing education courses:

- (A) Accounting;
- (B) Auditing;
- (C) Securities and Exchange Commission (SEC) Practice;
- (D) Taxation;
- (E) Management Advisory Services;
- (F) Computer Science;
- (G) Communication Arts;
- (H) Mathematics, Statistics, Probability and Quantitative Applications in Business;
- (I) Economics;
- (J) Business Law;
- (K) Functional Fields of Business, such as, Finance, Production, Marketing, Personnel Relations, Business Management and Organization, Business Environment;
- (L) Specialized Areas of Industry, for example, Farming, Film Industry, Real Estate; and
- (M) Administrative Practice, for example, Engagement Letters, Economics of an Accounting Practice, Practice Management, Personnel.

(2) Areas other than those listed in this rule may be acceptable if the individual can demonstrate that the area contributes directly to his/her professional competence.

*AUTHORITY: section 326.110, RSMo (Cum. Supp. 1993). * Original rule filed Nov. 5, 1984, effective Feb. 11, 1985.*

**Original authority 1943, amended 1977, 1981, 1984, 1993.*

4 CSR 10-4.040 Measurement of Continuing Education Hours

PURPOSE: This rule establishes the method for measuring continuing education credit. It also restricts the number of continuing education hours which may be claimed for self-study programs, writing articles or publications and teaching continuing education courses.

(1) Credit for participating in formal group programs of learning, as defined in 4 CSR 10-4.020(3), that satisfy the requirements set forth in 4 CSR 10-4.020(1), (2) and (6) shall be determined as follows:

(A) Only classroom hours (and not hours devoted to preparation) shall be counted;

(B) For university or college courses that the licensee successfully completes for credit, each semester-hour credit shall equal fifteen (15) hours of continuing professional education and each quarter-hour credit shall equal ten (10) hours. Noncredit courses shall be measured in classroom hours;

(C) Continuing education credit will be given for whole hours only, with a minimum of fifty (50) minutes constituting one (1) hour. For example, one hundred (100) minutes of continuous instruction equals two (2) hours; however, more than fifty (50) minutes, but less than one hundred (100) minutes, of continuous instruction counts for only one (1) hour. For continuous programs in which individual segments are less than fifty (50) minutes, the sum of the segments may be considered as one (1) total program. For example, five (5) thirty (30)-minute presentations equal one hundred fifty (150) minutes, which is counted as three (3) hours of continuing education credit; and

(D) Licensees who arrive late, leave before a program is completed or otherwise miss part of a program shall claim credit only for the actual time they attend the program.

(2) Formal Self-Study Programs.

(A) The credit hours for formal self-study programs recommended by the program sponsor will be granted provided the requirements in 4 CSR 10-4.020(4) are satisfied and the sponsor has—

1. Pretested the program to determine average completion time; and
2. Recommended the credit be equal to one-half (1/2) the average completion time.

(B) If the program sponsor has not complied with paragraphs (2)(A)1. and 2. of this rule, a licensee may claim credit, in whole

hours only, in an amount equal to one-half (1/2) of the time actually spent on the program. For example, a licensee who takes six hundred (600) minutes to complete a formal self-study program may claim six (6) hours of credit.

(C) Credit for formal self-study programs shall not exceed eighty percent (80%) of the continuing education requirement.

(3) Credit for one (1) hour of continuing education will be granted for each hour devoted to writing an article published by a professional journal or periodical or a published book; provided, it contributes directly to the author's professional competence. The maximum credit for published books and articles shall not exceed twenty-five percent (25%) of the continuing education requirement.

(4) Credit for one (1) hour of continuing education will be granted for each hour completed as an instructor or discussion leader of a continuing education program to the extent it contributes directly to the individual's professional competence. In addition, an instructor or discussion leader may claim up to two (2) hours of credit for advance preparation for each hour of teaching; provided, the time is actually devoted to preparation. For example, an instructor may claim up to eighteen (18) hours of credit for teaching three hundred (300) minutes; six (6) hours for teaching and twelve (12) hours for preparation. Credit for either preparation or presentation shall not be granted for repetitious presentations. Credit as an instructor or discussion leader including time devoted to preparation shall not exceed fifty percent (50%) of the continuing education requirement.

*AUTHORITY: section 326.110, RSMo (Cum. Supp. 1993). * Original rule filed Nov. 5, 1984, effective Feb. 11, 1985. Amended: Filed July 11, 1994, effective Jan. 29, 1995.*

**Original authority 1943, amended 1977, 1981, 1984, 1993.*

4 CSR 10-4.050 Reporting and Supporting Evidence

PURPOSE: This rule prescribes the requirement for reporting continuing education courses and the records which must be retained by the licensee.

(1) For purposes of satisfying the continuing education requirement, a reporting year shall mean—

(A) The period beginning July 1, 1985 and ending June 30, 1986;

(B) The period beginning July 1, 1986 and ending June 30, 1987;

(C) The period beginning July 1, 1987 and ending June 30, 1988;

(D) The period beginning July 1, 1988 and ending June 30, 1989;

(E) The period beginning July 1, 1989 and ending December 31, 1990; and

(F) Effective with the period beginning January 1, 1991, and all years after that, the reporting year shall be the twelve (12)-month period beginning January 1 and ending December 31.

(2) Each licensed certified public accountant (C.P.A.), except those exempted under 4 CSR 10-4.010(4), shall submit a report to the board, on a form prescribed by the board, listing all continuing professional education courses completed in the preceding reporting year. The report shall include a sworn statement setting forth the following information for every continuing professional education course for which credit is claimed:

- (A) Sponsoring organization;
- (B) Location of course (city and state);
- (C) Titles, description, or both, of content;
- (D) Dates attended or completed; and
- (E) Hours claimed.

(3) Continuing education reports shall be submitted on or before—

(A) August 31, 1989, for the reporting year ending June 30, 1989; and

(B) February 1 for reporting years ending December 31.

(4) Each licensed C.P.A. must maintain sufficient records for the five (5) most recent reporting years to support the credit claimed. Sufficient records shall include the data described in section (2) of this rule and an outline or agenda detailing the program content.

(5) Licensees exempted under 4 CSR 10-4.010(4) will indicate on the application for renewal form that they have met the continuing professional education requirements for the state in which their business address is located for the most recent period that has been reported to that state's board of accountancy.

*AUTHORITY: section 326.110, RSMo (Cum. Supp. 1996). * Original rule filed Nov. 5, 1984, effective Feb. 11, 1985. Amended: Filed April 18, 1989, effective July 27, 1989. Amended: Filed June 15, 1992, effective Feb. 26, 1993. Amended: Filed Oct. 9, 1996, effective April 30, 1997.*

**Original authority 1943, amended 1977, 1981, 1984, 1993, 1995.*



MISSOURI STATE BOARD OF ACCOUNTANCY
CPE REPORTING FORM

P.O. BOX 613
JEFFERSON CITY, MISSOURI 65102

FOR THE REPORTING YEAR JANUARY 1, 19 ____ TO DECEMBER 31, 19 ____

NEW BUSINESS AFFILIATION

NEW BUSINESS ADDRESS

INSTRUCTIONS

1. Complete the front of this form summarizing the total hours of continuing education courses by type of program and by subject matter. You must use the Board's form for the summary. Change business affiliation and address if necessary. Sign and date the report.
2. Submit a list of all continuing education courses for which you claim credit. The list must be provided in one of the following ways:
 - a. Complete the back of this reporting form; or
 - b. Attach your own or your firm's continuing education report. It must contain the following information for each course: sponsoring organization; location of course (city & state); title and/or description of course; date(s) attended or completed; hours claimed. If codes are used in this report, submit a key to the code.
3. The report must be submitted by February 1. Incomplete forms will be returned.

SUMMARY OF CONTINUING EDUCATION HOURS CLAIMED

BY TYPE OF PROGRAM		BY SUBJECT MATTER	
Type of Program	Hours Claimed	Subject	Hours Claimed
GROUP		ACCOUNTING AND AUDITING	
SELF-STUDY (LIMITED TO 80% OF REQUIREMENT)		TAXES	
PUBLICATIONS (LIMITED TO 25% OF REQUIREMENT)		MANAGEMENT ADVISORY SERVICES	
INSTRUCTION (LIMITED TO 50% OF REQUIREMENT)		PRACTICE MANAGEMENT	
		FINANCIAL MANAGEMENT	
TOTAL HOURS CLAIMED BY TYPE OF PROGRAM SHOULD BE EQUAL TO TOTAL HOURS CLAIMED BY SUBJECT MATTER.		OTHER	
		TOTAL	

I declare that all statements or representations contained in or attached to this form are made under oath or affirmation and are true and correct to my best knowledge under penalty of section 575.060 RSMo which specifies that anyone who makes a false statement in writing with the intent to mislead a public official in the performance of his official duties is guilty of a class B misdemeanor.

I also declare that I will retain sufficient records (as specified in Rule 4 CSR 10-4.050) for five years to support the credit claimed. I understand that all claims for continuing education credit are subject to verification or audit by the Board or its agent and I agree to make such records available to the Board of its agent upon request.

SIGNATURE

DATE

MO 419-0893 (11-91)

CREDIT FOR GROUP PROGRAMS				
SPONSORING ORGANIZATION	PROGRAM TITLE	LOCATION OF PROGRAM (CITY & STATE)	DATES ATTENDED	CPE CREDIT HOURS

CREDIT FOR SELF-STUDY PROGRAMS			
SPONSORING ORGANIZATION	PROGRAM TITLE OR DESCRIPTION OF CONTENT	DATE COMPLETED	CPE CREDIT HOURS

CREDIT FOR WRITING PUBLISHED BOOKS AND ARTICLES		
TITLE OF ARTICLE OR BOOK	DATE OF PUBLICATION	CPE CREDIT HOURS

CREDIT FOR SERVING AS INSTRUCTOR OR DISCUSSION LEADER OF CONTINUING EDUCATION PROGRAMS				
ORGANIZATION	DESCRIPTION OF SERVICE	TITLE OF PROGRAM	DATE(S)	CPE CREDIT HOURS

MO 419-0893 (11-91)