



Texas State Board of Public Accountancy

333 Guadalupe, Tower 3 Suite 900, Austin, Texas 78701-3900

William Treacy, Executive Director

04/24/2020

**To: TEXAS MUNICIPAL LEAGUE
1821 RUTHERFORD LN STE 400
AUSTIN TX 78754-5101**

Sponsor ID: 002554

Guidance on Offering Virtual CPE Courses

The continuing professional education (CPE) rules of the Texas State Board of Public Accountancy provide sufficient flexibility to allow for the conversion of previously scheduled in-person events to be transitioned to various virtual formats with no notification to the Board. Virtual meeting platforms such as Zoom or WebEx and other video conferencing tools can be used by sponsors to meet the needs of the Texas CPA community during these dynamic times.

There are several aspects of the rules that need special mention as sponsors plan for and implement these programs. Most importantly, Board Rules [§523.140 \(h\)](#) and [§523.142 \(g & h\)](#) require sponsors to

1. be responsible for ensuring the participants register their attendance during the program,
2. responsible for assigning the appropriate number of CPE credits for participants,
3. reduce CPE credits for those participants who arrive late or leave early, and to
4. implement monitoring mechanisms for virtual content to ensure the participants have been engaged throughout the program.

Please refer to [Board Rule Chapter 523, Subchapters A and D](#).

Administration/
Accounting
(512) 305-7800

General
Information
(512) 305-7870

CPE
(512) 305-7844

Enforcement
(512) 305-7866

Licensing
(512) 305-7853

Qualifications
(512) 305-7851

Peer
Review
(512) 305-7853

FAX
(512) 305-7875
(512) 305-7854

www.tsbpa.texas.gov

An equal opportunity, affirmative action employer