



PROMOTING YOUR CHAPTER'S EDUCATIONAL EVENT Take Advantage of FREE Assistance from HQ!

We want you to be successful, and we want the process of presenting an educational program to be easy for you. That's why we encourage chapters to use the promotional materials and assistance available FREE OF CHARGE from HQ. Here's what we will do for you:

- ✓ **CREATE** an event-specific four-color brochure/announcement and registration form in a PDF format that can be e-mailed, posted on your chapter's Web site, and/or printed and distributed to chapter members and other groups you want to invite to your event.
- ✓ **POST** your brochure on the national CFMA website and list your event on the [Upcoming Educational Courses](#) page of www.cfma.org.
- ✓ **PROMOTE** your educational event by e-mailing chapter members in surrounding areas and providing a link to your online brochure – all at no cost to your chapter!

However, if your chapter chooses to create its own promotional materials for a CFMA educational course or regional conference – **and you want CPEs issued under CFMA's National Registry** – there are certain requirements mandated by the National Association of State Boards of Accountancy (NASBA) that must be strictly adhered to so that CPAs and CCIFPs will receive the proper CPE credit. **You must also notify CFMA's Director of Educational Services that you want CPEs issued under its Registry before any promotional material is developed.**

Chapters that create their own promotional materials for events that will provide CFMA-issued CPEs **must provide a copy of the materials to HQ prior to its being printed** to ensure that all requirements are met. **Failure to do so will result in the inability of HQ to issue CPE credits for your event.**


NASBA REQUIRES THE FOLLOWING 13 ITEMS ON ALL PROMOTIONAL MATERIALS FOR EVENTS THAT PROVIDE NASBA-APPROVED CPE CREDITS TO ATTENDEES:

1. **CHAPTER NAME**
2. **COURSE TITLE**
3. **COURSE DATE**
4. **REGISTRATION FEE:** For **MEMBERS** and **NONMEMBERS**
5. **PROGRAM CONTENT:** Use the major headings from the "Course Outline" available from HQ or from the program's page in the Education Center at www.cfma.org.
6. **LEARNING OBJECTIVES:** These can be found on the Course Outline and on the program's page in the Education Center at www.cfma.org.
7. **DELIVERY METHOD:** For chapter-presented CFMA courses, this is always "a group-live presentation."

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8. **PROGRAM LEVEL:** This can be found on the Course Outline and on the program's page in the Education Center at www.cfma.org.
9. **ADVANCE PREPARATION / PREREQUISITES:** These can be found on the Course Outline and on the program's page in the Education Center at www.cfma.org.
10. **"EARN [X] CPE CREDITS IN THE FIELD OF [FIELD NAME]."**
These can be found on the Course Outline and on the program's page in the Education Center at www.cfma.org. Please note that NASBA now requires the use of the 23 new fields of study, which are available at www.nasba.org.
11. **HOW TO REGISTER**
12. **POLICIES FOR REFUND, COMPLAINT AND PROGRAM CANCELLATION:**
The following exact wording must be used:

"For more information regarding refund, complaint, and program cancellation policies, please contact *[insert name of a chapter representative]* at *[insert phone number with area code]*."
13. **CFMA'S REGISTRATION WITH NASBA:**
The following must be used exactly as shown here:

	The Construction Financial Management Association (CFMA) is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: www.nasba.org . For information regarding CFMA's refund, complaint, and program cancellation policies, please contact Nancy Lambertson, CFMA's Director, Educational Services, at 29 Emmons Drive, Ste. F-50, Princeton, NJ 08540. Phone: 609-452-8000. E-mail: education@cfma.org .
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You may cut and paste this graphic and statement to use in your materials.

If you have any questions regarding these requirements, please contact Nancy Lambertson, CFMA's Director, Educational Services, at CFMA Headquarters, 609-452-8000, or e-mail education@cfma.org.

Failure to adhere to these requirements could result in CPE credits being denied in the event an attendee is audited. CFMA HQ assumes no liability or responsibility for promotional materials it does not create.

Effective January 1, 2007