

## CGFM Reactivation - Guidelines on CPE reporting (2009):

1. Your CPE report must contain at least **40 CPE hours** earned within the last 12 months. The documentation must be submitted no later than 30 calendar days after the end of the 12-month period. For example, an individual may submit a reactivation report covering the period of September 25, 2008 through September 24, 2009 no later than October 24, 2009.
2. All reported hours must be in **government financial management topics or related technical subjects** applicable to government financial management areas. Please include the field of study or subject matter for each CPE activity listed on the CPE report (a list of subjects can be found in the CGFM CPE requirements booklet - [www.agacgfm.org/cgfm/maintain/cpe\\_requirements.aspx](http://www.agacgfm.org/cgfm/maintain/cpe_requirements.aspx)).
3. All reported hours must have **back-up documentation that clearly states YOUR ATTENDANCE OR COMPLETION of the hours**. The documentation must also include:
  - sponsoring organization (i.e., organization that provided the training);
  - title of the program, including sufficient details to determine the content of the training (if field of study or subject matter is not explicitly listed or evident from the title, an agenda or a brief description of the training must be provided);
  - your name;
  - completion date or dates attended; and
  - number of CPE hours earned (see #4 and 5 below).

Examples of such documentation include:

- certificate of attendance or completion,
- certificate of CPE hours earned,
- grade report,
- an official letter from the event sponsor or your employer certifying that you have **attended** the event.
- an official report from the employer listing all of the required information, accompanied by a signed cover memo (see next page) from your supervisor, education director or HR personnel.

Please note: documentation received prior to the training event, including a paid registration, is **NOT** acceptable as the backup documentation.

Please do not send the originals; photocopies of documents are sufficient.

### Additionally...

4. If one document does not contain all of the necessary information (e.g. the certificate of completion does not have the number of CPE hours), please attach **additional documents** that will provide the missing information (e.g. the event agenda showing the number of hours).
5. If the backup documentation contains beginning and starting times of the event, but does not clearly state the number of CPE hours earned, please **calculate the number of CPEs** by adding all the training hours (subtracting all breaks), multiplying by 60 and then dividing the total by 50 (please show your calculations). For example, 10 am – 4 pm with one-hour lunch break course is 5 hours x 60 = 300 minutes;  $300 / 50 = 6$  CPE hours. When the total minutes of a presentation are more than 50, but not equally divisible by 50, the CPE hours must be rounded down to the nearest one-half hour.
6. If you are reporting CPEs for **college credit** courses, **self-study** courses, courses where you were **an instructor or for published work**, please refer to [www.agacgfm.org/cgfm/maintain/cpe\\_requirements.aspx](http://www.agacgfm.org/cgfm/maintain/cpe_requirements.aspx) for specific guidelines for reporting these types of CPE hours.

*Use this form only if you are submitting the employer's report as the backup*

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**CGFM CPE backup – Employer Report Cover Memo**

Employer Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Time period covered: from \_\_\_\_\_ to \_\_\_\_\_

Number of CPE hours earned: \_\_\_\_\_

*This is to certify that the attached document is the official employer report for the employee listed above.*

Signature (supervisor, education director or HR personnel): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach the employer report listing the following information for each CPE activity completed: date, title of training, sponsoring organization (organization that gave the training) and number of CPE hours earned (based on 50 minutes = 1 CPE).

The CPE activities that can be counted towards the CGFM designation must be in or applicable to government financial management. Please cross out any activities that do not qualify. Please see [www.agacgfm.org/cgfm/maintain/cpe\\_requirements.aspx](http://www.agacgfm.org/cgfm/maintain/cpe_requirements.aspx) for more information on CGFM CPE requirements.

If the content of the training is not evident from the title of the training, please attach additional documentation (agenda, description of training).

If the sponsoring organizations do not appear on the employer report, please list them here:

Course \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_

Course \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_

Course \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_

Course \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_

Course \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_