

Consumer Credit Counseling: Continuing Professional Education Guide

CONTINUING PROFESSIONAL EDUCATION: SECTION [37-7-105](#)

- **Licensees must complete at least twelve hours** of continuing professional education **every two years**.
- At least six of the twelve hours must be earned in a live instructional setting.
- Who Must Complete:
 - Owners and Partners
 - A designee of a LLC or corporation
 - Counselors
- CPE must be reported to the department every two years on a form approved by its showing the:
 - date and title of the courses taken,
 - the teacher or sponsor of the course taken, and
 - the hours of continuing professional education claimed for the course.
- If the course is taught in a classroom setting, fifty minutes of classroom contact equals one hour of CPE.
- **Course sponsors (providers)** must maintain records of attendees for **two years** after the course.
- A Certificate of Completion issued by the course sponsor/ provider is the documentation of attendance at the courses. The Certificate:
 - must be maintained by the **licensee**
 - is subject to inspection by the department for up to **two years** after the date of the course.

FORM INFORMATION:

Form Name	To Be Completed By	Purpose
<u>Provider Application</u>	Someone who would like to offer CPE courses.	Must be completed and approved before an organization may offer any continuing education courses.
<u>Course Approval Application</u>	Provider Applicant or Approved Provider	Must be completed and approved before the course may be offered for CPE credit.
<u>Instructor Application</u>	Whoever will teach a course once approved	Must be completed and turned in with the <i>Course Approval Application</i> .
<u>Conference Approval Application</u>	Provider Applicant or Approved Provider	Must be used when a provider is hosting a conference where a majority of the segments are related to credit counseling. Allows a Provider to provide adequate information about the instructors so the instructors DO NOT need to file <i>Instructor Applications</i> .
<u>Uniform Application</u>	Person Required to Obtain CPE credits	Must be used when a Provider has not obtained pre-approval for a course.