

Presented by:



## **Tribal Financial Manager Certificate Program**

Arizona State University • November 4-6, 2015

### **CPE Credits: Information & Frequently Asked Questions**

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**1. Can I earn CPE credits at Tribal Financial Manager Certificate Program?**

Yes. The majority of the three-day class at the Tribal Financial Manager Certificate Program (TFMC) is eligible for CPE credits. Total CPE credits will be based on sign in sheets and worth a maximum of 20 CPE credits.

**2. How do I request a CPE Certificate to prove I earned credits?**

There is a CPE worksheet at the registration desk. Fill out the requested information, including the mailing address for the certificate, and turn it in prior to leaving. The certificate will be mailed to you within two weeks of the class concluding.

**3. How do I keep track of the credits I earn at this conference?**

If you attend all sessions during the TFMC Program, you are eligible for 20 CPE credits. If you leave a session, keep track of the sessions you attended. Tally up the total minutes you attended, divide by 50, and round down to determine the total number of credits you will earn.

**4. Do I have to sign in at each session?**

Yes, there is a sign in sheet that will be circulated throughout the day. In order to receive credit for all the sessions and instruction time you attended, you must sign the attendance sheets. In addition, you must indicate if you entered the session late or left early. In accordance with NASBA requirements, a NAFOA or ASU staff member or will be attending each session to monitor attendance.

**5. I forgot to sign during one of the sessions; do I still have a chance to complete this task?**

Yes, please see a NAFOA or ASU staff member.

**6. General program information:**

The program level is intermediate, no advanced preparation required, and the delivery method is Group-Live. Program prerequisites are a basic understanding of tribal finance and the financial goals of your tribe.

Please visit [www.nafoa.org](http://www.nafoa.org) for the full program agenda, registration information, etc. If you have questions regarding CPE credits, please contact Christina Morbelli at [Christina@nafoa.org](mailto:Christina@nafoa.org).



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