

CPE Credit

When will Course Evaluations be distributed?

In accordance with the National Association of State Boards of Accountancy (NASBA) standards, course evaluations for the Group Live and Group Internet-based Programs will be distributed at the end of the course.

How is CPE credit determined?

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits will be granted based on a 50-minute hour.

Is Corptax a registered CPE Sponsor?

Yes, Corptax 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 final authority on the acceptance of individual courses for CPE credits. Corptax is also registered with the Texas State Board of Public Accountancy as a CPE Sponsor.

What is Corptax's Sponsor License Number?

NASBA National Registry of CPE Sponsors – Sponsor License Number: 108611

Texas State Board of Public Accountancy – Sponsor Number: 009498

What do I have to do to get CPE credit on an online session?

NASBA has strict requirements for CPE issuance. For those sessions that offer CPE credit, each participant must:

- Complete their registration for the session,
- Login to the meeting via the computer and the telephone,
- Complete the polling questions,
- Attend for the duration of the session, and
- Complete and submit the program evaluation.

We attended an online session from a conference room. Can each of us obtain CPE?

One of the requirements for awarding CPE is that each participant be directly logged in on the computer and on the telephone. Therefore, CPE is not available when attended in a conference room setting.

Due to computer issues, I was not able to answer all the polling questions. Can I still obtain CPE for the session? No, one of the requirements for awarding CPE is that each participant answers the polling questions. If you experience issues, please send an e-mail to Corptax University at learn@corptax.com and we will work with you to try to avoid issues during future sessions.

I missed the polling question at the beginning of an online session related to if I wanted CPE Credit, can I still get CPE?

Send an e-mail with your name and the session name and date to the Corptax University at learn@corptax.com requesting that CPE be issued. We will review your request and determine if CPE can be issued.

Payment

What are the acceptable payment methods?

Credit cards are the only accepted method for payment. We are confident that you will find the online credit card payment processing very similar to purchasing other educational sessions or materials on the Internet. Our registration site is a secure site, as denoted by the https at the beginning of the URL, and all of our payments are processed by PayPal, a highly respected payment service.

How do I apply a credit on account to my registration?

Credits on account cannot be automatically applied to your registration. You will need to register and pay via credit card. We can either refund or apply the credit to the annual maintenance agreement. Please note your preference in the special needs area of the registration form, or in an e-mail to learn@corptax.com.

Can I hold or reserve a session without providing payment?

No. A secure method of payment is required at the time of registering for a session.

What is the cancellation policy?

Cancellations up to three days prior to the scheduled Corptax University Classroom Program date will result in a \$400 cancellation fee per registrant. Cancellations two days prior to any course and no-shows will be charged the full course fee. Corptax reserves the right to change the course fee and modify, reschedule, or cancel courses at any time prior to the course start time.

How do I cancel a session?

To cancel a session, please send an e-mail to Corptax University at learn@corptax.com. Include your name and company, along with the session name, date and time.

Registration

What is an Online Training Session?

Online Training sessions are training sessions focused on specific product topics conducted via the Web. To attend these sessions, each participant will need to register, have computer and Internet access, an e-mail address and a telephone.

How do I register for a session?

To register for any session, visit the Corptax University section of our website, and select to review the offerings by method of delivery (classroom and online). By clicking on the calendar entry for the class you are interested in, you will be taken to a window with the session description and a link to register. By clicking on the register button, you will then enter the registration process. Complete the on-line form and payment processing to be registered for a session. You can also review a listing of session offerings by product focus and register for sessions by reviewing the Session Descriptions link.

How can I find out if a specific session is being offered?

All of our sessions with the most updated dates are posted on our website in the Corptax University section. For a view list of offerings by product, please refer to the Session Descriptions link.

Where can I get scheduling and pricing information for a specific session?

Schedules and pricing information are on our website in the Corptax University section for Classroom and Online Training sessions. Check out the simplified calendar views by delivery method or the Session Descriptions link for a full listing of learning opportunities by product.

For Online Training pricing, please contact Corptax University at learn@corptax.com or 877.4Corptax (877.426.7782).

If I previously registered for a session and want to add another, do I leave the original one checked?

Yes, if the original session you registered for has not taken place and you uncheck the box, you will no longer be registered.

How do I know if the session I registered for is cancelled?

You will only receive notification if a session is cancelled. If you registered for an online session, a cancellation e-mail will be sent one week prior to the session. For a Classroom session, a cancellation e-mail will be sent two weeks prior to the session.

I need help. Who do I contact?

You can contact Corptax University at learn@corptax.com or 877.4Corptax (877.426.7782).

What is included in the session fees?

Classroom session fees include tuition, training materials, and lunch for the full day sessions. Travel, hotel, and other meals are the responsibility of each participant.

Online Training session fees include tuition and training materials.

Onsite Training training fees include tuition, training materials, and the use of training ready laptops. Out of pocket costs such as instructor(s) travel expenses and shipping costs are separately billed.

How to confirm I am registered for a session?

Upon completion of your online registration, you will receive a confirmation e-mail. Please review your confirmation e-mail to ensure that the session is listed. If no session is listed, you are not registered. This is due to a session was either not selected (check box) or the session was full at the time of your registration (denoted by the 'session full' notation and no check box was available). If the session is not full, please complete your registration by selecting the check box for the session and then completing the registration process.

What time does my session start/end?

Please refer to the Sessions Descriptions link for full session details. The session start/end times are also denoted on the confirmation e-mail. To get the most out of your Classroom sessions, please make departure reservations after the class completion time.

Technology

How do I make sure my system is compatible with the technology you use for online and Corptax Webinar Sessions?

For information on how to use WebEx for online sessions, please refer to the WebEx 'How To' Guide.

What if I experience problems with WebEx?

For information on how to use WebEx for online, please refer to the WebEx 'How To' Guide.

Travel & Hotel Information

Where is training located?

For Classroom sessions, our Corptax University Centers are located in Dallas, Chicago and Los Angeles. For Online Training sessions, you can be anywhere as long as you have access to the Internet and a phone.

Do I need to rent a car to get to the facility?

Not necessarily. It depends on the facility location and available shuttle service from the hotel.

Other

What is the required attire at learning center facilities?

Business Casual attire is recommended. Meeting room temperatures can vary, a sweater or light jacket is recommended.

Are meals included in the price?

Lunch is provided for all day sessions. Meals are not provided for half day classroom sessions.

What time zone are sessions listed in on the website?

All sessions are listed in Central Time (CT).

What time should I plan on logging in for Online Training sessions?

Our Online Training sessions will begin promptly at the session start time. We recommend that participants log in at least 10 minutes prior to the start time to ensure that your browser is configured properly and that you have a good telephone connection. Connecting early will ensure that you will not miss the beginning of the session.

Are the Online Training sessions interactive with the attendees?

Yes, Online Training sessions are fully interactive for the duration of the session. Questions are facilitated via the host or an operator at various intervals during the session. Questions can be submitted online or verbally.