Instructions for Using this Tutorial to Obtain CPE Credits

IMPORTANT NOTE: In order to view the confirmation codes embedded in this tutorial, please check your browser's internet options to ensure that JavaScript settings are turned on and pop-ups are not blocked.

We are pleased to announce that you may earn two Continuing Professional Education (CPE) credits under the New York State Education Department regulations by completing this on-line tutorial and following the steps below:

1. As you go through the course material, occasional pop-up boxes will appear, instructing you to enter a code on the attached Verification of Participation Form. You should enter the code on the form as instructed and then click the OK button to remove the pop-up box and continue with the tutorial.

2. When you have completed the tutorial, and initialed and dated the appropriate spaces for each code, please sign and date the ATTESTATION on the bottom of the form.

3. If you wish to receive CPE credit, you will also need to complete and sign the CPE Certificate.

4. Return the completed, signed and dated forms to:

Office of the State Comptroller
Division of Local Government and School Accountability
Local Official Training – 12th Floor
110 State Street
Albany, NY 12236

Upon receipt of your completed forms, we will sign and return the CPE Certificate certifying the CPE credits you have earned from the completion of this tutorial.

We have also attached an evaluation form for you to complete. Although we do not require submission of the evaluation, we do welcome and appreciate your feedback on this tutorial.

If you have any questions on the use of the tutorial, please contact:

Local Official Training Unit

518-408-4934 or localtraining@osc.state.ny.us

THOMAS P. DiNAPOLI

OFFICE OF THE STATE COMPTROLLER
Division of Local Government and School Accountability

FOR CPAS AND OTHER EDUCATIONAL CREDITS

CONTINUING PROFESSIONAL EDUCATION CREDIT CERTIFICATE
ON-LINE TUTORIAL CPE CREDITS

Title of Tutorial:	Cash Management: A Tutorial for Local Governments and School Districts
Date of Attendance:	
Time of Attendance:	
Number of CPE Credits:	2 CPE Hours are awarded in the field of study: Specialized

Please write your name and full address in the box below. We will use the information you provide to return your CPE form to you. PLEASE WRITE CLEARLY.

CPE SPONSOR INFORMATION:

The Office of the State Comptroller, Division of Local Government Services and School Accountability is registered with the NYS Education Department as a sponsor of continuing education courses. Our sponsor identification number is **000593**. Participants subject to CPE requirements, or who wish to receive **CPE credit**, should **complete and sign this form.**

At the conclusion of the tutorial – Please mail the ***completed*** and ***signed*** form along with the **Verification of Participation** form. We will sign and return this certificate to you based on the completed Verification of Participation form. **You should then retain this certificate as a permanent record of your attendance.**

Signature of Participant: _____

Attendance recorded by Sponsor CPE Coordinator Signature: _____

This tutorial is eligible for CPE credit in New York State, requirements of other jurisdictions may vary.

Office of the State Comptroller
110 State Street
Local Official Training – 12th Floor
Albany, NY 12236
Telephone: (518) 473-0005

VERIFICATION OF PARTICIPATION:

Cash Management: A Tutorial for Local Governments and School Districts

Number	Code Word from Dropdown Box	Initials
1		
2		
3		
4		
5		
6		
7		

ATTESTATION

I have completed the four modules of **Cash Management: A Tutorial for Local Governments and School Districts** and am entitled to claim New York CPE credit for this training.

Signature: _____

Print Name: _____

Date: _____

Are you a CPA? _____Yes _____No