

# 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 – 12<sup>th</sup> 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](mailto: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

Table with 2 columns and 4 rows. Row 1: Title of Tutorial: Capital Planning and Budgeting: A Tutorial for Local Government Officials. Row 2: Date of Attendance: (empty). Row 3: Time of Attendance: (empty). Row 4: 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.

Empty rectangular box for name and address.

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) 408-4934

## VERIFICATION OF PARTICIPATION:

### *Capital Planning and Budgeting: A Tutorial for Local Government Officials*

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

### ATTESTATION

I have completed the three modules of **Capital Planning and Budgeting: A Tutorial for Local Government Officials** and am entitled to claim New York CPE credit for this training.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Are you a CPA? \_\_\_\_\_ Yes \_\_\_\_\_ No