



TELEPHONE: (302) 744-4500
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BOARD OF ACCOUNTANCY

CONTINUING PROFESSIONAL EDUCATION (CPE) LOG FOR APPLICANTS

INSTRUCTIONS

If you hold a CPA certificate, permit or license that was issued more than four years ago, you are required to submit this form with your Delaware CPA Permit application showing that you have completed 80 hours of continuing professional education in the two years immediately before filing your CPA Permit application. You should only use this form because it was designed to assist you and the Board in assuring that you have met the Delaware CPE licensure requirements. You must attach a completion certificate for each course listed.

1. Attach certificates for all courses listed on the log in the order that they are listed.
2. Sign and date the CPE log.
3. At least 36 hours must be in accounting, auditing and taxation. The grand totals in Columns D, E and F must match.
4. Ensure that you claim credit only for courses that are authorized or approved.

CPE Requirements:

The 80 hours must include 20 hours of specific content, as follows:

- eight (8) credit hours in accounting and/or auditing
- eight (8) credit hours in taxation
- four (4) credit hours in a Delaware-specific ethics course approved by the Board as set forth in Rule 11.7

In addition to these 20 specified hours, you must complete at least an additional twenty (20) credit hours in either accounting, auditing or taxation.

By my signature below I certify that the information contained in this document is true and correct to the best of my knowledge.

Applicant Name (print): _____ **Last 4 digits of SSN:** _____

Signature: _____ **Date:** _____

Submit this form and completion certificates with your application in DELPROS online portal.



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A		B	C	D	E				F			
Attached Certificates	DATE	CPE EVENT SPONSOR	TITLE OF CPE EVENT	TOTAL Credit Hours	DE SPECIFIC ETHICS	ACCOUNTING/AUDITING	TAX	OTHER	COURSES. & INDIV. STUDY PROG.	LIVE FORMAT	INSTRUCTOR AND DISCUSSION LEADERS	PUBLICATIONS
	1											
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
SUBTOTAL BY TYPE												
GRAND TOTALS												
REQUIREMENTS (see Requirements)				80	Min	Min	Min		Max		Max	Max
					4 hrs	8 hrs	8 hrs		30%		50%	20 hrs
					36 hrs min							