



**South Carolina Department of Labor, Licensing and Regulation  
South Carolina Board of Accountancy**

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[www.llronline.com/POL/Accountancy/](http://www.llronline.com/POL/Accountancy/)



**ANNUAL CONTINUING EDUCATION REPORT**

Form 3101 Rev 11/2013

ENTER YEAR: \_\_\_\_\_

Please check the box for your license type:

CPA  PA  AP NUMBER: \_\_\_\_\_

**Name & Mailing Address**

Name \_\_\_\_\_

Firm Name \_\_\_\_\_  
(If you are going to use your office address)

Street or PO Box \_\_\_\_\_

City State Zip \_\_\_\_\_

Country (if foreign address) \_\_\_\_\_

PLEASE COMPLETE
NAME OF EMPLOYER OR FIRM:
DAY TIME PHONE NO:
FAX NO:
EMAIL:

Email address requested

- **This reporting form must be turned in to the Board office by January 31, of the year following the reporting year. Please only include certificates of completion for self-study courses.**
- **Courses to obtain other certifications are not acceptable CPE.**
- **Each licensee is responsible for maintaining his or her own CPE record.**
- **If providing a separate listing of courses, this front sheet must be completed or your CPE report will be returned.**

Section A

Summary of hours claimed (Multiple courses on a single calendar day are limited to 10 hours)	(A) Ethics	(B) Personal Development	(C) Self-Study	(D) All Other	Total
1 Carryover from previous year					
2 Total Hours from Section B on Reverse					
3 Line 1 Plus Line 2					
4 Hours Applied to this Year (See instructions - Line 4 below)					
5 Excess Hours (Line 3 minus Line 4)					
6 Carryover hours to next year (See instructions for Line 2 & 6 below)					

**Instructions - Line 2:** Personal development may not exceed eight hours and cannot be included as carryover. If ethics course is self-study only count once in total column. Ethics cannot be included as carryover.

**Instructions - Line 4:** Total Hours must equal 40

**Instructions - Line 6:** Total carryover hours may not exceed 20 hours and cannot include any self-study hours.

I acknowledge that I am responsible for maintaining my own CPE records along with any substantiating documentation for a period of five (5) years. I understand that I must have forty (40) hours applicable CPE hours per calendar year, and I can carry forward no more than twenty (20) CPE hours a year which are subject to limitations outlined in §40-2-250(C) and Regulation 1-08.

I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in this report.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**SIGNATURE REQUIRED – EVEN IF EMAILING REPORT TO [ACCTCPE@LLR.SC.GOV](mailto:ACCTCPE@LLR.SC.GOV) (FAXES ARE NOT ACCEPTABLE)**

Section B

Effective January 1, 2013, South Carolina will require six hours of Ethics CPE on a static three year cycle. Two of the six hours must be in South Carolina Statute and Regulations. Refer to our website for a list of approved vendors for the Statute and Regulations CPE only. The first cycle will be from 1/1/2013 through 12/31/2015 and every three years thereafter.

Please include a note describing any CPE courses that are limited by Regulation 1-08. A few examples are: Publishing articles or books, University or College credit or non-credit courses (must be accounting topics), Teacher of University or College undergraduate or graduate courses, Instructors or discussion leaders of qualified CPE programs.

**Credit Hours:** 1 credit hour for each 50 minutes. Half hour segments (25 minutes) will only be accepted after the first hour is earned. When total minutes are greater than 50, but not divisible by 50, the credit hour granted will be rounded down; 140 minutes = 2.5 hours.

**Personal Development:** Subjects related to the general development of personal skills including, but not limited to: Principle-Centered-Leadership, Career Planning, and Time-Management.

**SELF-STUDY GUIDELINES:** Only Quality Assurance Services (QAS) approved self-study courses will be accepted provided it satisfies the requirements to contribute directly to the professional competence of your license (subject to program limitations.) Self-study cannot have any carryover hours and are limited to 20 hours per calendar year.

Use one line for each seminar or course completed.

Name of Sponsor and Location of Program	Title of Course	Principal Instructor	Dates Attended MM/DD/YY	Ethics	Personal Development	Self-Study	All Other Subjects	
				A	B	C	D	Total

Total of Personal Development column may not exceed 8 hours  
 Total of Self-Study column may not exceed 20 hours

**(This reverse may be photocopied if additional space is needed)  
Exact computer-produced duplicates will be accepted, if signed.**