

SCACPA CPE Registration Form

Payment must be received with registration.

Reminder: To receive early bird discounts, registration AND payment must be received at least three weeks before the event date.

MEMBERS: The following classifications are eligible to receive the MEMBER Fee.

Select your classification(s) below (check all that apply), and then on the right of the arrow, provide info that corresponds to your selection.

SCACPA Member → Membership # OR State Certificate #

-or-

Member of another state CPA society → Membership # State

-and-

Member of AICPA - AICPA members will receive a \$30 discount per day on eligible AICPA courses. Be sure to include this discount in your total for → AICPA membership # eligible AICPA courses only. (Only event codes ending in "A" are eligible for the AICPA discount.)

PERSONAL INFORMATION

NAME COMPANY/FIRM

ADDRESS CITY/STATE/ZIP

PHONE (Please include area code) FAX (Please include area code) E-MAIL

Please check if information above is different from what is currently on file.

NON-MEMBERS

- I am a non-CPA.
- I am a CPA but not a member of SCACPA or another state CPA society.

Join and save!
Call us at (803) 791-4181 or
www.scacpa.org.

How did you hear about the event (s) you are registering for?

- Brochure
 Email blast
 Postcard
 The CPA Report
 Current Assets
 Web site
 Word-of-mouth
 Don't recall

SEMINARS, CONFERENCES AND EVENTS

Date	Course Code	Event Title	Location	Event Fee	Discount	Subtotal
						\$
						\$
						\$
						\$
DISCOUNTS ARE SUBJECT TO VERIFICATION. Total will be adjusted if applicable.						Total \$

CLASSIFICATION: Membership numbers and other information is REQUIRED to receive discounts. For information on discount programs, please see reverse.

Note: A participant list will be provided to registrants attending the events upon request. Please check the following box to opt out of the listing:

Special Needs/Questions
Contact Education Manager
April Collins at
(803) 791-4181 x. 110 or
acollins@scacpa.org

PAYMENT INFORMATION

PAYMENT METHOD: Check: I have enclosed a check payable to SCACPA in the amount of \$ _____

Choice Card Coupon #(s): _____

Credit Card: VISA MasterCard AMEX Discover

I authorize SCACPA to charge \$ _____ to my credit card below.

-

Credit Card Number

CCV# (3-4 digits)

month - year

Expiration Date

CARDHOLDER'S SIGNATURE _____

PRINT CARDHOLDER'S NAME _____

BILLING ADDRESS _____

CITY/STATE/ZIP _____

How to Register:
Online: www.scacpa.org

Fax: (803) 791-4196 (credit card and choice card registrations only)

Mail: SCACPA, 570 Chris Drive, West Columbia, SC 29169

Registration Information

Registration Fees

- Early Bird – SCACPA members who register with payment **at least three weeks** prior to the event date.
- Regular Member – SCACPA members who register with payment less than three weeks prior to the event date and other state CPA society members .
- Non-Member – Anyone who **is not** a member of SCACPA or any other state CPA society.

Registration Discounts

- AICPA Discount – Course codes ending with an “A” provide a \$30 discount **per course day** for AICPA members (i.e., two day courses receives a \$60 discount).
- Firm Discount – A firm with five or more registrants for the same course is eligible for a \$15 discount. The course fee must be \$210 or greater to qualify for the firm discount. Discounted courses such as bonus workshops, satellite courses, webcasts, co-sponsored courses are excluded. Registrations must be received at the same time and the discount deducted from the appropriate fee (early bird, regular, non-member).
- Choice Card – The SCACPA Choice Card is available to SCACPA **members only**. Pay only **\$950*** for 40 hours of CPE – less than \$24 per hour! Any SCACPA member can purchase the Choice Card, and the card is transferable to any **SCACPA member of the firm or company**. The Choice Card is only good for one year, and available on all SCACPA courses except events co-sponsored by other vendors and courses less than 4 credit hours. **No exceptions**. Fill out the form below to start saving with the SCACPA Choice Card!

*After June 15, 2009 the fee increases to \$1025.

Substitutions, Transfers, Cancellations and No Shows

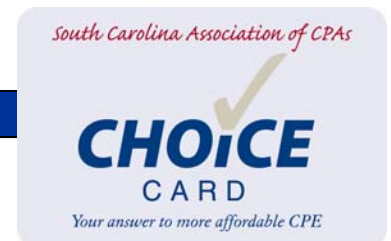
Substitution, transfers and cancellations **will not** be accepted by phone. These items **must be in writing** and emailed to rbrennan@scacpa.org, faxed to (803) 791-4196, or mailed to SCACPA, 570 Chris Drive, West Columbia, SC 29169 **before** the event date. You will receive confirmation of your request via e-mail, fax or phone within one day. If you do not, it is **your responsibility** to verify that SCACPA received the request. Any balance after a transfer or cancellation may be applied to another program or refunded.

The following fees apply:

- **Substitution:** A registrant may substitute another individual up to the first morning of the program without penalty. The CPE Department must be notified of any substitutions, either at registration the first morning of the course, or in writing prior to the date of the program. The substitute is subject to the member/non-member fee policy, and any differences in fees **must be paid at the time of substitution**.
- **Transfer:** A registrant may transfer their registration to another program. However, registrants transferring less than one week **before** the program date are required to pay a \$25 transfer fee. Transfers must occur **before** the program date.
- **Cancellation:** A registrant may cancel a registration. However, cancellations requested more than one week **before** the program date are subject to a \$50 cancellation fee. Cancellations requested less than one week **before** the program date forfeit the entire registration fee, unless there is a documented hardship. In such a case, following an individual review by the CPE Director, a refund may be granted less a \$50 cancellation fee. Cancellations must be received **before** the program date.
- **No-Show:** A registrant who does not attend a program is considered a no-show and forfeits their entire registration fee **and** course materials. To avoid being a no-show please follow the transfer/cancellation guidelines **before** the program date. No-shows **are not** entitled to course materials, transfers, money on account or refunds at **any time**.

SCACPA Choice Card

Start saving on your CPE today! Take advantage of the SCACPA Choice Card. Fill out the following form and return it to SCACPA.



Yes, I choose the Choice Card for more affordable CPE! Please reserve ____ CPE Choice Cards for \$950 each (\$1025 each after June 15, 2009). I understand that my Choice Card expires December 31, 2009.

Firm/Company _____ Contact Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____ E-mail _____

Method of Payment: Check Enclosed VISA MC AMEX DISCOVER

Total Amount \$ _____ Card Number _____ CV V# _____ Exp. Date _____

Cardholder Signature _____ Print Cardholder's Name _____

Billing Address _____ City, State, Zip _____

Mail payments to SCACPA, 570 Chris Dr., West Columbia, SC 29169 or fax (credit card and choice card payments only) to (803) 791-4196.