



# CPE Registration Form

Payment must be received with registration.

## One Person Per Form

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.

### 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 are 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:

### 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 \_\_\_\_\_

### 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

Special Needs/Questions  
Contact the SCACPA CPE Team (803) 791-4181 X 110 or 112 or cpe@scacpa.org

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 \$285 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 **\$1000** for 40 hours of CPE – less than \$26 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!

## Substitutions, Transfers, Cancellations, No Shows and Late Arrivals

Substitution, transfers and cancellations **will not** be accepted by phone. These items **must be in writing** and emailed to [cpe@scacpa.org](mailto:cpe@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. 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**.
- **Late Arrival:** Your seat and program materials will be held for 60 minutes after the event begins. If you have not notified SCACPA by 9:30 a.m. that you are still going to attend, your course materials may be given to another individual who is present and wishes to register for the class. If you arrive later, you may attend the class (space permitting) and will receive your book at the earliest possible date after the program.

## 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 \$1000 each. I understand that my Choice Card expires December 31, 2010.**

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 \_\_\_\_\_ CCV# \_\_\_\_\_ 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.**