

# 2011-2012 CPE REGISTRATION INFORMATION

## Fast and Easy Registration Options

ONLINE: [www.scacpa.org/coursecatalog](http://www.scacpa.org/coursecatalog) (the registration process is secure).

BY EMAIL: Email your registration with credit card payment info to [cpe@scacpa.org](mailto:cpe@scacpa.org).

BY FAX: Fax your registration with credit card payment info to (803) 791-4196.

BY MAIL: Mail your registration with a check or credit card information to: SCACPA, 570 Chris Drive, West Columbia, SC 29169, ATTN: CPE Team.

IN PERSON: Deliver your registration and payment to SCACPA, 570 Chris Drive, West Columbia, SC 29169.

WALK-IN REGISTRATIONS on the day of the program will be accepted **only** if 1) space allows, 2) there are enough materials present, and 3) full payment accompanies the registration.

**TIP:** Register early! Early bird registration guarantees your seat in a class and saves you money!

## REGISTRATION

Registration is on a first-come, first-served basis. The registration fee for an 8 hour event includes the cost of materials, instruction, lunch, and breaks, except for satellite courses. Satellite course fees do not include meals.

All registrations must be accompanied by full payment, or government voucher before a seat is reserved in the course. The SCACPA does not invoice for the course registration fee. Payment may be in the form of a personal or company check, or charged to an American Express, Discover, MasterCard, VISA, or SCACPA Choice card.

A registration form is provided in the CPE calendar and on the website at [www.scacpa.org](http://www.scacpa.org). Please register only one person per form. You may photocopy the form as needed.

## CONFIRMATION

A confirmation is sent to each registered participant. The confirmation is computer generated and mailed or e-mailed after payment is received and processed.

If you do not receive a confirmation within 3-5 business days after registering, please contact the SCACPA office to confirm your registration. If you register late, you may not receive a confirmation before the course.

## GOVERNMENT VOUCHERS

Government vouchers will be accepted if a complete registration form with a purchase order number and signature is received in our office before the course date. A credit card number is required to reserve your space when registering with a government voucher. If payment is not received within 30 days, the credit card will be charged.

## PROGRAM CANCELLATIONS

All registrations should be received by SCACPA at least seven business days before the course. If a sufficient number of registrations have not been received by that time, the course may be cancelled. If this occurs, a full refund will be issued for those currently registered for the program.

## DISCOUNTS

**AICPA Discount:** Course codes ending with an "A" provide a \$30.00 discount **per course day** for AICPA members (i.e., two day course receives a \$60 discount).

**Firm Discount:** A firm with 5 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, etc. are excluded. Registrations must be received at the same time and the discount deducted from the appropriate fee (early bird, regular, non-member). Excludes AHI/AICPA staff training seminars.

**Early Bird Discount:** The Early Bird Discount is available to SCACPA members only. Non-members or members of other State Societies are not eligible. Registrations must be received at least three weeks before the event date.

**Choice Card:** The Choice Card is available to SCACPA members only. It is the answer to more affordable CPE! You pay only **\$1000** for 40 hours or \$500 for 20 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 expires 12/31/11 and is available on all SCACPA courses that are four (4) hours or greater, except events co-sponsored by other vendors, i.e., AHI, SC Bar, IMA, etc. No exceptions!

## MEMBER VS. NONMEMBER

**Members:** SCACPA members may take advantage of the early bird fee listed if the registration and payment are received at least three weeks before the program. Registrations received after that time will be required to pay the regular member rate.

**Non-Members:** Any one that is not a member of the SCACPA or any other state CPA society will pay the non-member rate.

**Other State CPA Society Members:** If you are a CPA living outside of South Carolina and are a member of another state CPA society, you can take advantage of the regular member fee.

## SUBSTITUTIONS, TRANSFERS, CANCELLATIONS, NO SHOWS & LATE ARRIVALS

Substitutions, transfers and cancellations **will not** be accepted by phone. These items **must be in writing** and e-mailed 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 the office 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. Transfers for registrants requesting electronic materials are not accepted after the electronic materials are posted.

**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. Cancellations for registrants requesting electronic materials are not accepted after the electronic materials are posted.

**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.

### Distribution of Materials

Materials prepared by SCACPA or our vendors are designed specifically for use at the program and are available only to participants. Materials are ordered at least seven days prior to each course. The materials or portions thereof are not available for sale to individuals or institutions, and may not be reproduced.

Participants will receive the course materials the morning of the program, unless the course requires advanced preparation. In that case, the materials will be mailed approximately one – two weeks prior to the course date.

Electronic materials are available on some SCACPA programs. Look for the Go Green logo! Participants receiving electronic materials are no longer eligible for transfers or cancellations once materials are posted. Materials are posted approximately one week before the event.

## CELL PHONE POLICY

As a professional courtesy, please switch all cell phones to silent mode while attending any SCACPA sponsored program.

## SMOKING POLICY

All SCACPA events are non-smoking, whether they are held at the SCACPA office or off-site.

## SPECIAL NEEDS

If you have a specific need while attending a class at SCACPA or off-site, we will do our best to accommodate you. Please notify us of your need at the time of registration or at least two weeks prior to course date.

You may find it necessary to bring a light jacket or sweater to programs. Room temperatures vary, and we want you to be as comfortable as possible to get the most out of your training experience.

## OPT-OUT OF COURSE LISTING

A participant list will be provided to all registrants attending a conference upon request. If you do not wish to be listed, please make sure to check the opt-out option on the registration form, or notify the SCACPA CPE Department.

## RESPONSIBILITY WAIVER

The South Carolina Association of Certified Public Accountants is not liable for losses incurred through cancellations or changes in air or hotel reservations for whatever reason,

including cancellation of programs. SCACPA recommends postponing air travel until sufficient registrations are received to ensure a particular program will be held as scheduled.

## CLE CREDIT

It is our policy to apply for CLE credit for only seminars in which we anticipate interest from the legal profession. If there is a seminar listed that you would like to attend for CLE credit, please contact Associate Director Reva Brennan at [rbrennan@scacpa.org](mailto:rbrennan@scacpa.org) or (803) 791-4181 ext. 103.

### Disclaimer

The information and suggestions presented at the classes, seminars, and conferences sponsored by the South Carolina Association of CPAs are subject to constant change and, therefore, should serve only as a foundation for further investigation and study. Further, any forms presented at such classes, seminars or conferences are samples only and are not necessarily authoritative. All information, procedures and forms contained or used in such classes, seminars or conferences should be very carefully reviewed and should serve only as a guide for use in specific situations.

The opinions expressed by discussion leaders and discussion panelists are those of such discussion leaders and discussion panelists and are not necessarily those of the South Carolina Association of Certified Public Accountants.

**TIP:** Get CPE without leaving your desk! SCACPA offers a wide variety of self study and online CPE courses. Visit [www.scacpa.org](http://www.scacpa.org) to see the full listings.

