**Consumer Credit Counseling: Continuing Professional Education Guide**

**CONTINUING PROFESSIONAL EDUCATION: SECTION 37-7-105**

- **Licensees must complete at least twelve hours** of continuing professional education **every two years**.
- At least six of the twelve hours must be earned in a live instructional setting.
- **Who Must Complete:**
  - Owners and Partners
  - A designee of a LLC or corporation
  - Counselors
- CPE must be reported to the department every two years on a form approved by its showing the:
  - date and title of the courses taken,
  - the teacher or sponsor of the course taken, and
  - the hours of continuing professional education claimed for the course.
- If the course is taught in a classroom setting, fifty minutes of classroom contact equals one hour of CPE.
- **Course sponsors (providers)** must maintain records of attendees for **two years** after the course.
- A Certificate of Completion issued by the course sponsor/provider is the documentation of attendance at the courses. The Certificate:
  - must be maintained by the **licensee**
  - is subject to inspection by the department for up to **two years** after the date of the course.

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**FORM INFORMATION:**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>To Be Completed By</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Application</td>
<td>Someone who would like to offer CPE courses.</td>
<td>Must be completed and approved before an organization may offer any continuing education courses.</td>
</tr>
<tr>
<td>Course Approval Application</td>
<td>Provider Applicant or Approved Provider</td>
<td>Must be completed and approved before the course may be offered for CPE credit.</td>
</tr>
<tr>
<td>Instructor Application</td>
<td>Whoever will teach a course once approved</td>
<td>Must be completed and turned in with the Course Approval Application.</td>
</tr>
<tr>
<td>Conference Approval Application</td>
<td>Provider Applicant or Approved Provider</td>
<td>Must be used when a provider is hosting a conference where a majority of the segments are related to credit counseling. Allows a Provider to provide adequate information about the instructors so the instructors DO NOT need to file Instructor Applications.</td>
</tr>
<tr>
<td>Uniform Application</td>
<td>Person Required to Obtain CPE credits</td>
<td>Must be used when a Provider has not obtained pre-approval for a course.</td>
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</tbody>
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