



SOCIETY OF FINANCIAL EXAMINERS[®]

Request to Add Provider to CRE Provider List

NOTE This form is NOT for use for or by SOFE- listed providers or NASBA-approved providers.

REQUIRED- Before completing this form, consult the "CRE Provider" list linked at the member only page of www.sofe.org and check NASBA's site: www.nasbaregistry.org/sponsor-list . If Provider is listed at either, do not use this form. This form for use by SOFE members only.

SECTION 1: EDUCATION PROVIDER AND PROGRAM INFORMATION

NAME OF PROVIDER: _____

NAME OF CONTACT PERSON: _____

CONTACT'S EMAIL ADDRESS: _____

PHONE (_____) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME OF PROGRAM/COURSE: _____

DATE(S) _____

Check One: One-Time Program or Recurring Program: Frequency: _____

LOCATION(S) _____

The following information must be provided with this form. All must be submitted electronically to sofe@sofe.org or faxed to 888-436-8686 (fax converts to PDF.) **Incomplete and hard copy applications are not considered.**

Submit with this form, brochure copy or other outline containing *all* of the following

- 1. Course content: Topic titles and description**
- 2. The time allotted for each topic**
- 3. Course faculty and their qualifications**
- 4. Verification from provider that a certificate or other proof of attendance listing the attendee's name and program hours completed is supplied to the attendee.**

A certificate or other proof of attendance with attendee name and program hours must be issued by Provider directly to individual attendees. Provider must also retain attendance records.

SECTION 2:

SOFE DESIGNEE FILING TO REQUEST CREDIT APPROVAL FOR PROVIDER' S PROGRAM MUST COMPLETE THIS SECTION IN ADDITION TO ALL ITEMS IN SECTION 1.

Note- **Before completing this form**, consult the "CRE Provider" list linked at the member only page of www.sofe.org and check NASBA's site: www.nasbaregistry.org/sponsor-list for the education provider. If the provider is found in either listing, do not submit this form. **Not all courses offered by an approved provider may be applicable to your designation or role in the industry. Designees are responsible for evaluating the relevance of individual courses offered by approved providers.**

SOFE DESIGNEE'S NAME: _____

EMAIL ADDRESS _____

JOB TITLE _____

COMPANY /INSTITUTION : _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CURRENT SOFE DESIGNATION: ___ AFE ___ CFE ___ AES

WHEN WILL/DID YOU ATTEND PROVIDER'S PROGRAM LISTED ON PAGE ONE? MO. ____ : DAY ____ : YR: _____

NOTE- SOFE DESIGNEES ARE EXPECTED TO UNDERSTAND THE RELEVANCE OF PROGRAM CONTENT TO THEIR SOFE DESIGNATION AND EMPLOYMENT.

SECTION 3:

TO BE COMPLETED BY PROVIDER OR INDIVIDUAL FILING THIS FORM

SEE SUBMISSION INSTRUCTIONS ON PAGE ONE—BE SURE TO SUBMIT BOTH PAGES OF THIS FORM AND ALL ATTACHMENTS. SUBMISSIONS MUST BE ELECTRONIC ONLY.

COURSE PROVIDER MUST RETAIN ATTENDANCE RECORDS. DO NOT SUBMIT THEM TO SOFE. **PROOF OF ATTENDANCE MUST BE ISSUED BY PROVIDER DIRECTLY TO INDIVIDUAL ATTENDEES.** Provider requirements continue on page 3

SOFE WILL NOTIFY BY EMAIL APPLICANTS WITHIN 30 BUSINESS DAYS OF RECEIPT OF APPLICATIONS FILED IN COMPLIANCE WITH INSTRUCTIONS

The Education Provider or Individual designee submitting this form acknowledges that approval may be revoked for failure to comply with the agreements contained on this form.

SIGNATURE _____ DATE: _____

TITLE _____

Continuing Regulatory Education (CRE) Provider Requirements

Introduction

The Education Committee is responsible for approving organizations which qualify as providers or providers for CRE courses which meet SOFE's requirements for the CFE, AFE, and AES designations. **It is the responsibility of the individual member to ensure specific individual courses meet those same requirements for the member's designation.**

Provider Requirements

CRE provider organizations must meet the following general standards for approval:

- **Delivery and Content**-Program must be based on relevant learning objectives and outcomes that clearly articulate the knowledge, skills, and abilities which may be achieved by participants. Providers should develop and execute the program in a manner consistent with the prerequisite education, experience, and/or advance preparation of participants. Providers must use activities, materials, and delivery systems that are current, technically accurate, and effectively designed and qualified in the subject matter. Providers must ensure the program is verified by qualified persons other than those who developed the program for its technical accuracy, current materials, and stated learning objectives.
- **Description of Program Content**- Providers must provide descriptive materials to enable the member to assess the appropriateness of the program and the qualifications of the instructors.
- **Instructors/Presenters**- Providers must ensure instructors are qualified for both the course content and methods used.
- **Attendance Documentation** -Providers must provide participants with documentation of their participation, including the amount of CRE credit recommended, and which is verified by the provider.
- **Self-study Programs** -Self-study programs must clearly define learning objectives, provide guidance to the participant through the process, and **provide evidence of satisfactory completion of the program to the participant.**