

Dear Forum Attendee,

We are excited to offer you continuing professional education (CPE) credit for attending our 2023 Spring Forum. As an approved sponsor by the National Association of State Boards of Accountancy (NASBA), The Bruman Group, PLLC is required to ensure all attendees fully participate and meet certain criteria to obtain their credits. We are offering a total of **3 approved Specialized Knowledge - Technical CPE credits** to attendees who participate in either Pre-Session training titled *An Introduction to EDGAR – Who?* or *Advanced EDGAR Topics for Experienced Administrators* that will be held on Monday, May 1, 2023 from 12 pm – 2:30 pm EST, and up to **14 approved Specialized Knowledge Technical CPE credits** for participating in the 2023 Spring Forum beginning each day at 12:00 pm on Tuesday, May 2, 2023 until Thursday, May 4, 2023.

In order to receive CPE credit, you **MUST** do the following:

**1. Answer All Polling Questions**

Several poll questions will appear randomly throughout the forum for each speaker. When the poll question(s) pop up, make your selection and click ‘Submit’. Clicking on “Do it Later” will result in reduced/no credits. Please check your pop-up settings in your browser to ensure that you will be able to participate. If you miss a poll, please enter your answer into the Chat panel.

**2. Complete the CPE form at the end of the Forum.**

The CPE form is where each attendee attests which sessions he/she attended so that we may verify attendance during the forum. It is required that this form is submitted in order to receive credit. Non-submission will result in no credits even if you have answered all polls. In addition, we ask that each attendee complete an optional evaluation form so that we may better address the needs of our attendees in the future.

**3. Complete the mandatory CPE Survey**

You will receive a link and/or be redirected to the CPE survey once the forum ends Thursday, May 4, 2023. This evaluation form **MUST** be completed and submitted in order to receive credits.

Once the Forum has ended and your participation has been verified (*i.e. you have successfully answered all poll questions and returned the CPE evaluation form*), The Bruman Group, PLLC will email you a certificate verifying completion of the Forum and your receipt of up to 17 Specialized Knowledge - Technical CPE credits.<sup>1</sup> It is then up to you to submit that certification to your applicable State Board of Accountancy. An example of the certificate is attached.

If you have any questions, concerns, or comments please do not hesitate to ask us or Charlene Taylor, our Administrative Assistant. We hope you enjoy the Forum.

Sincerely,

Michael Brustein

Managing Partner



Brustein & Manasevit is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education (CPE) on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org).

<sup>1</sup> Attendees participating in the EDGAR Pre-Session Trainings will receive 3 additional Specialized Knowledge - Technical CPE credits