



## Exhibit B

### TMA Certification Program

### Continuing Professional Education Policies

**Measurement Period:** Two (2) years. The time in which CTPs and CTAs must complete and record continuing education units (CEUs) shall be in two-year increments.

**Hours Required:** CTPs shall be required to attain 30 CEUs, including two ethics units within the two-year period. CTAs shall be required to attain 20 CEUs, including two ethics units within the two-year period.

- CEUs are rounded down to the nearest whole or half-credit.
- Programs of less than 30 minutes in length will not be considered for continuing education credit.
- Those programs approved for Ethics credit by NASBA (National Association of State Boards of Accountancy) or an individual state accounting board will automatically qualify towards the CTP/CTA ethics credit requirement. Any course that is approved for Continuing Legal Education (CLE) ethics credit for attorneys will qualify towards the ethics credit requirement.

**New CTPs and CTAs:** No CEUs will be required of CTPs or CTAs during the initial calendar year in which one earned certification. Any credits earned during the certification year may be carried over, up to a maximum of 10 credits, to the two-year period following certification.

**Reporting:** The last date Continuing Education Attestation Forms may be filed for the reporting period will be January 31 of the following year. For example, for the reporting period from January 1, 2020 through December 31, 2021, all attestations must be submitted by January 31, 2022.

**Carryover:** Excess educational credits earned in a two-year period, up to a maximum of 10 credits, may be carried over to apply to the requirements of the next two-year reporting period. If you intend to include carryover credit from the preceding reporting period, you must maintain record of the prior reporting period until the current, to which the carryover is being applied, has concluded.

Ethics credit earned in excess of two hours will be carried over to the next reporting cycle only when all of the general continuing education requirements have been met.

**Suspension/Revocation:** If a CTP or CTA fails to file a Continuing Education Attestation Form for any two-year period, or if an audit indicates that not enough credits were earned, CTPs and CTAs will be notified of suspension. Suspension means that the individual will not in any manner be permitted to represent him/herself as a CTP or CTA. The suspended CTP/CTA will then be granted a grace period of six months to obtain the required credits and file a new attestation on or before July 31 indicating compliance. Upon receipt and review of the reported CEUs the individual's status as a CTP or CTA shall be reinstated. The failure to correct continuing professional education delinquency within the six-month grace period will result in the revocation of the certification subject to reinstatement only as set forth in the following section.

If there is “reasonable cause” for the inability of a CTP or CTA to obtain the required CEUs, the CTP/CTA may provide a written explanation for consideration. “Reasonable Cause” may include circumstances such as serious and prolonged illness, active military service, family medical leave, parental leave, etc.

**Reinstatement:** Those CTPs and CTAs whose certifications have been revoked may apply for reinstatement without re-applying as a new CTP/CTA only within five years from the date of revocation. Reinstatement applications shall be accompanied by a statement describing the applicant’s experience subsequent to the time the certification was revoked. The Certification Oversight Committee will review all reinstatement applications and assess reinstatement fees in accordance with the duration of lapse, up to but not to exceed the value of unpaid dues for the period.

Individuals seeking reinstatement must fulfill the continuing education requirement for one reporting period (30 units for CTPs or 20 units for CTAs, of which two units must be ethics) and complete the continuing education attestation before reinstatement. A new two-year continuing education reporting period will begin January 1 of the year following the year of reinstatement.

If more than five years following revocation of a CTP or CTA certificate have elapsed, former CTPs and CTAs must re-apply as new candidates and are subject to the same requirements for attaining initial CTP or CTA certification. This includes completing new application materials and passing all three examinations.

When accumulating CEUs, please refer to the following documents for guidance:

- Exhibit A: Continuing Professional Education Guidelines – outlining the types of programs that confer CEUs and reporting and documentation rules.
- Form 1: Continuing Education Attestation – to be submitted at the conclusion of two-year cycle.
- Form 2: Sponsoring Organization Certificate of Attendance Verification Form – to be obtained for events for which the sponsor/vendor does not provide a certificate of attendance. TMA Global and TMA chapters will provide attendance documentation for CTPs and CTAs.
- Form 3: Continuing Education Reporting Book Review Form – to be completed in conjunction with books read for credit.