

Continuing Professional Education (CPE)  
Requirements for the Illinois Department of Financial and Professional  
Regulation, AICPA, ICPAS and Government Auditing Standards

## CPE Requirements – Type of Individual

		Illinois Department of Financial and Professional Regulation (IDFPR) Licensure	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
TYPE OF INDIVIDUAL	CPAs in public practice*	120 hours every three years, includes not less than 4 hours of professional ethics (225 ILCS 450/16c); no minimum annual requirement	120 hours every three years (BL 230R.04); no minimum annual requirement	There are no CPE requirements for membership	Minimum 20 hours per year; 80 hours every two years with 24 hours of the 80 hours in subjects directly related to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. Effective March 15, 2004, none of the 80 hours may include taxation.***
	Employee Benefit Plan Audit Quality Center (EBPAQC) members in public practice*		120 hours every three years (BL §230.04); individuals signing audit opinions and/or managing ERISA employee benefit plan audits must have 8 of the 120 hours in employee benefit plan specific CPE; no minimum annual requirement		
	Peer reviewers in public practice*		120 hours every three years with at least 40% of the 120 hours (8 hours in any one year and 48 hours every three years) in subjects related to accounting, auditing & quality control (PR §9100.31d-1)		
	Other professionals** and paraprofessionals in public practice		Must have general & industry specific CPE (QC §10.54); no minimum hourly requirement		
	CPAs not in public practice (industry, government, education)*		120 hours every three years (BL §230R.04); no minimum annual requirement		
	CPAs in inactive status*	CPAs may have their license placed on inactive status and be excused from the payment of renewal fees and CPE by notifying IDFPR on forms prescribed by the department. While in inactive status, CPAs shall not practice public accounting in Illinois (225 ILCS 450/17.2).	Members who have placed their license in inactive status with IDFPR and do not hold themselves out as CPAs are exempt from the AICPA's CPE requirement while they remain in that status (AICPA Membership Requirements Q&A)	Not Applicable	

\* CPE is not required to maintain one's registration with IDFPR (i.e., Registered Certified Public Accountant). However, CPE is required for IDFPR licensure (i.e., Licensed Certified Public Accountant), AICPA membership and Yellow Book standards as outlined above.

\*\* A professional is defined as an individual who spends more than 25% of his or her time on accounting or auditing work.

\*\*\* All auditors who work on Yellow Book assignments must meet the 24-hour requirement. Those who charge 20% or more of their time annually to Yellow Book assignments and/or are involved in any amount of planning, directing or reporting on Yellow Book assignments must obtain an additional 56 hours of CPE (for a total of 80 hours every two years) that enhances the auditor's professional proficiency to perform audits or attestation engagements.

## CPE Requirements – Reporting Periods

		Illinois Department of Financial and Professional Regulation (IDFPR) Licensure	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
REPORTING PERIODS	<b>Initial period</b>	New licensees not required to begin accumulating CPE hours until after first renewal period (225 ILCS 450/16d)	From January 1, 2001 forward, and for each three-year reporting period thereafter, all AICPA members shall complete 120 hours, or its equivalent, of continuing professional education (BL §230R.04)	There are no CPE requirements for membership	Auditors have two years from the date they start their first Yellow Book assignment to meet the 80 & 24 hour CPE requirements
	<b>Current period</b>	October 1, 2009 through September 30, 2012	Varies by member		January 1, 2009 through December 31, 2010
	<b>Alternate measurement date</b>	Not applicable	Not applicable		Auditors may use an alternate measurement date in order to coincide with a fiscal year or other reporting requirement
	<b>Deficiency makeup</b>	Licensees who have not fully complied with their CPE requirement may request a waiver from IDFPR, which will waive enforcement or extend the deadline in cases where "good cause" has been shown, including hardship, illness or other extenuating circumstances (68 Ill. Adm. Code 1420.80e)	The Board of Directors, or a body designated or appointed by it, shall have the power and authority to grant exceptions for reasons such as retirement, inactive dues status, health, military service, foreign residency or any other reason it deems appropriate (BL §230R.07)		Auditors who have not completed the required number of CPE hours for any two-year period have two months immediately following the two-year period to make up the deficiency; any hours completed toward a deficiency in one period may not be counted toward the requirement for the next two-year period

## CPE Requirements – Program Limitations

		Illinois Department of Financial and Professional Regulation (IDFPR) Licensure (68 Ill Adm. Code 1420.70)	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
PROGRAM LIMITATIONS	<b>Non-interactive (i.e., conventional) self-study program**</b>	Credit hours allowed on the basis of one-half of the average completion time as determined by the sponsor (i.e., the 100-minute hour); no more than 60 hours during any renewal period***			Number of hours granted should be based on the CPE provider's recommended number of CPE hours for the program
	<b>Interactive self-study program*</b>	Full credit allowed based on the average completion time as determined by the sponsor (i.e., the 50-minute hour); no more than 80 hours during any renewal period may consist of a combination of interactive and non-interactive self-study programs			
	<b>Instructor, speaker or discussion leader of an approved course</b>	Credit allowed for actual presentation time, plus actual preparation time up to 2 hours for each hour of presentation; no preparation time allowed for repetitious presentations of the same course; no more than 60 hours for any renewal period			
	<b>Curriculum of a university, college or other educational institution</b>	CPE course credit awarded at the rate of 15 hours for each semester hour and 10 hours for each quarter hour of school credit awarded			
			Limits are not specifically addressed in the Bylaws or the <i>Statement on Standards for Continuing Professional Education (CPE) Programs</i>	There are no CPE requirements for membership	Credit allowed for actual presentation time, plus actual preparation time up to 2 hours for each hour of presentation; no preparation <b>or presentation</b> time allowed for repetitious presentations of the same course within the two-year period; no more than 40 hours for any two-year period
					CPE course credit awarded at the rate of 15 hours for each semester hour and 10 hours for each quarter hour of school credit awarded

\* An interactive self-study program is designed to use learning methodologies that simulate a classroom learning process by employing software or other technology-based systems that provide ongoing interactive feedback. Examples include courses delivered via CD-ROM, the internet, a company's proprietary intranet or a stand-alone software program.

\*\* A non-interactive self-study program is one that does not use interactive features. Examples include videos, books and audiotapes.

\*\*\* Many self-study program providers list recommended CPE credits in accordance with standards for both NASBA's National Registry of CPE Sponsors (Registry) Program and its Quality Assurance Service (QAS) Program. However, IDFPR does not currently accept QAS hours for licensure. See [www.NASBA.org](http://www.NASBA.org) for further details.

## CPE Requirements – Program Limitations cont'd

		Illinois Department of Financial and Professional Regulation (IDFPR) Licensure (68 III Adm. Code 1420.70)	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
PROGRAM LIMITATIONS	<b>In-firm group study program</b>	Must register as a program sponsor with IDPR and pay annual renewal fee of \$150; responsible for verifying attendance at each program, for maintaining attendance records for not less than five years & for ensuring that each program has a mechanism whereby participants evaluate the overall quality of the program; see IDFPR website for more information	Limits are not specifically addressed in the Bylaws or the <i>Statement on Standards for Continuing Professional Education (CPE) Programs</i>	There are no CPE requirements for membership	Credit allowed for actual time in attendance at a group program
	<b>Authorship of published articles and books</b>	Credit allowed for actual time spent in writing and researching; no more than 30 hours in any renewal period			Credit allowed for actual time spent in writing and researching; no more than 20 hours in any two-year period
	<b>Half-hour increments*</b>	Half-hour increments are <b>not</b> permitted for Illinois licensure	Half-hour increments (i.e., 25 minutes) are permitted after the first 50-minute period		Half-hour increments (i.e., 25 minutes) are permitted after the first 50-minute period

\* See subsection e of 68 III Adm. Code 1420.70 (<http://www.ilga.gov/commission/jcar/admincode/068/068014200000700R.html>), CPE §300.29 and §400.04 of the AICPA *Statement on Standards for Continuing Professional Education Programs* and the GAO *Guidance on GAGAS Requirements for Continuing Professional Education*, April 2005 (<http://www.gao.gov/govaud/ybcpe2005.pdf>), respectively, for further details.

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