



**Committee Chair Checklist**  
Continuing Professional Education Credit

The following is a list of the items committee chairs must accumulate and send to the COPAS-Colorado Records Coordinator. **These documents are due to the Records Coordinator no later than 45 days after your meeting.**

**GENERAL INFORMATION:**

Hosting Committee: \_\_\_\_\_

Course Number (Committee, MOYR): \_\_\_\_\_

Date of Program: \_\_\_\_\_

Location of Program: Denver, Colorado (**Please do not change**)

NASBA Field of Study (**from below list, choose one**)

- \_\_\_ **AA** = Accounting
- \_\_\_ **AU** = Audit
- \_\_\_ **CS** = Computer Science
- \_\_\_ **PD** = Personal Development
- \_\_\_ **SK** = Specialized Knowledge & Applications
- \_\_\_ **TX** = Tax

Name of Program: \_\_\_\_\_

Name of Presenter: \_\_\_\_\_

**DOCUMENTS INCLUDED:**

- \_\_\_\_\_ Presenter's biography, resume, or list of credentials
- \_\_\_\_\_ Copy of presentation materials, agenda or meeting minutes
- \_\_\_\_\_ Completed evaluation forms
- \_\_\_\_\_ Copy of any advertisement or announcement of the program
- \_\_\_\_\_ Copy of sign-in sheet listing attendees
- \_\_\_\_\_ White copies of completed CPE forms

**Signature of Committee Chair: Presentation material is current and relevant**

Send Documents to: [andreabradycpa@yahoo.com](mailto:andreabradycpa@yahoo.com)

***Note: Committee chair checklist, completed CPE forms, presentations, speaker bios, evaluations and sign-in sheets should be sent via email. If evaluations and completed CPE forms are too large to email, they may be mailed to the following address:***

Andrea Brady  
9200 East Mineral Ave  
Suite 200  
Centennial, CO 80112

***Please retain copies of all materials until the Records Coordinator confirms receipt.***