

May 15, 2019

CPE AUDIT, License # xxxxx

Dear Licensee,

Your Tennessee CPA license has been selected for an audit of your Continuing Professional Education (CPE) earned in the reporting period of 2017-2018.

Submission deadline is June 28, 2019.

All audit responses must be made at core.tn.gov.

Please log in to your account at core.tn.gov. From there you will use the application dropdown menu to select "CPE Audit" to provide your response to the Board for review. Please contact the Board if you need help accessing your account.

The screenshot shows a user interface for managing a license. At the top, there is a blue button labeled 'Manage your license information'. Below it, the user's profile is identified as 'Certified Public Accountant #88888'. To the right of the profile is a dropdown menu with the text '<Choose Application>' and a downward arrow. A 'Select' button is located to the right of the dropdown. The dropdown menu is open, showing four options: '<Choose Application>', 'CPA License Address Change', 'CPA Request for Name Change', and 'CPE Audit'. The 'CPE Audit' option is highlighted in yellow.

You will respond to questions about your CPE credits and attach your CPE documentation. Please note that audit submissions received without documentation will not be accepted.

Your attachment will be in one of two forms:

1. A scanned copy of a list of CPE credits and corresponding certificates, or
2. A CPE compliance report from cpeauditservice.nasba.org. If choosing this option, select the 2017-2018 reporting period in your License Profile to view the credits you have entered. The Print option will allow you to save the report as a PDF to attach with your audit response at core.tn.gov.

Please note that compliance with this audit is mandatory. We thank you for your time and attention to this matter.

Sincerely,
Leann Blair

Education Coordinator | Tennessee State Board of Accountancy