

**TENNESSEE ELECTRIC COOPERATIVE ASSOCIATION
2946 SIDCO
NASHVILLE, TN 37204
SPONSOR #TN-104585**

CONFERENCE POLICIES AND PROCEDURES

Class Schedules	Conferences are scheduled annually; please refer to the Agenda for specific subjects that will be addressed during the course; additional subjects may also be introduced.
Speaker Format and Course Level	All presentations are live format and course levels are considered basic or update.
Conference Materials	Attendees will receive the Conference Program Brochure, Roster of Attendees, Speakers' Biography, and their Presentation Outline. Additional materials may be distributed from the presenters.
Registration	A Registration Form is included in the Workshop announcement packet. Complete the Form and fax the form to: TECA, Attention: Amy Jordan, 615 515-5511 or 615 367-9284
Cancellation and Registration Policy	Pre-registrations are requested to determine conference room size, classroom set up, and refreshment or meal requirements; therefore, cancellations made 72 hours prior to the conference date will not be assessed any cancellation charges. Cancellations made less than 72 hours prior to the conference may be charged 50% of the registration cost. If an attendee is registered for a conference that is cancelled, notification will be made on the registration deadline date.
Continuing Professional Education	Tennessee Electric Cooperative Association is a Member of NASBA's Tennessee State Roster. Continuing Professional Education Hours will be awarded based on the number of course hours attended during the conference. State boards have final authority on the acceptance of individual courses. Complaints regarding registered sponsors may be addressed to: NASBA 150 Fourth Avenue North-Suite 700, Nashville, TN 37219-2417, telephone number, 615 880-4200 or email www.nasba.org . No course information may be obtained at this number.
Questions	Please contact the coordinator of the TECA Conference: Amy Jordan Telephone: 615 515-5511 or 615 367-9284 Fax: 615 367-2495 Email: ajordan@tnelectric.org

Amy Jordan

From: noreply@salesforce.com on behalf of Cynthia Woodlee <cwoodlee@nasba.org>
Sent: Monday, June 08, 2015 10:09 AM
To: Amy Jordan; cwoodlee@nasba.org
Subject: NASBA CPE State Roster Renewal Approval

Follow Up Flag: Follow up
Flag Status: Flagged



We are pleased to report that the membership renewal of Tennessee Electric Cooperative Association has been approved and your membership is now effective through 7/1/2016. The specifics of your membership are as follows:

- Sponsor Identification Number: 104585
- Delivery Method: Group-Live
- Roster State: TN

Your approval has been based upon the responses you provided during the self-certification renewal process. The self-certification renewal process is designed for sponsors to confirm their continuous compliance with the *Statement of Standards for Continuing Professional Education (CPE) Programs (Standards)* and the program requirements of the CPE State Roster Program. Please note that the actual review of your course material will occur through an audit process. If you are selected for a desk audit of your course material, you will be contacted by a staff member of the NASBA CPE Registry Team and may be requested to provide some additional information.

Your status as a registered sponsor affirms your commitment to the delivery of high quality continuing professional education. You are not required to provide us with any additional program information during your registration period, unless the number of courses you offer exceed 5 or the number of CPE credits exceeds 16. If you exceed these limitations or you wish to add additional delivery methods, then you must apply to be a member of the National Registry of CPE Sponsors. An Interest Form is available at LearningMarket.org, to begin the National Registry process.

It is also important for you to keep us informed of any significant changes to your company. Sponsors are required to notify us, in writing, of any changes in address, telephone/fax numbers, main contact person, or the company's name or status no later than 30 days after such changes occur. An [online form for change of name, contact or address](http://LearningMarket.org) is located on LearningMarket.org.

As a registered sponsor, your company has been provided a complimentary sponsor profile on LearningMarket.org and is entitled to list an unlimited number of courses on the website. Please visit www.learningmarket.org to learn more about benefits of membership and to update and expand your sponsor profile and course listings. In keeping with past practices, your name and address are listed on a registry that is distributed to state boards of accountancy and made available to licensed accountants across the country.

If you have any questions about your membership, please contact any member of the NASBA CPE Registry Team at [866-627-2286](tel:866-627-2286).

Best regards,

Cynthia Woodlee

