

Conference Materials Website

We are pleased to provide participants complimentary access to speaker materials. Your conference site access will allow you to review materials from the sessions you attended or may have missed. These session materials are a great way to make the most of your conference experience. To access this site, please refer to the instructions below.

If you do not have an account with aicpaconferencematerials.com:

- Go to aicpaconferencematerials.com
- In the Conference Login field under the account login box, enter the Product ID: **PER15**
- Register by creating your own unique username and password
- Click “Download Materials” to access the conference materials
- Return to aicpaconferencematerials.com to access your content

If you already have an account with aicpaconferencematerials.com:

- Go to aicpaconferencematerials.com
- Log in using your username and password
- Under the “Your Account” menu located on the upper left, click “Add Product ID”
- Enter the Product ID: **PER15**
- Click “Download Materials” to access the conference materials
- Return to aicpaconferencematerials.com to access your content

CPE Certification — Important Information:

In compliance with NASBA standards, AICPA has adopted the following guidelines for live (in-person) educational events that qualify for CPE credit.

How to obtain your CPE certificate:

1. Attend the sessions for which you would like to receive credit.
2. Using the Continuing Professional Education — Credit Tracking Form, record the sessions you attend.
3. **Important:** Listen for the Session Code in each session, and record it. This code word will be announced by the speaker or moderator twice during the session and provides verification of session attendance. AICPA staff are not authorized to give out session codes to attendees.
4. Go to aicpaconferencematerials.com and complete the evaluation for each session you attended. You will be asked to provide the relevant Session Code to complete each evaluation.
5. Complete the overall conference evaluation.
6. Review and print your CPE certificate.
7. Before leaving the conference, turn in the white copy of your completed Continuing Professional Education — Credit Tracking Form. This will be kept for five years as supporting documentation for your CPE certificate per NASBA Standard No.19.

Please Note:

- Individual session evaluations will be available online 15 minutes prior to the end of the session
- CPE credit must be claimed online within one year of the conference
- Once claimed, CPE certificates will remain in your aicpaconferencematerials.com account and can be accessed at any time using your username and password