



Committee Chair Checklist

Continuing Professional Education Credit

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

GENERAL INFORMATION:

Sponsor of Program _____

Date of Program _____

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

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

- a. Accounting & Auditing – AA _____
- b. Tax – Tax _____
- c. Specialized Knowledge - SK _____
- d. Personal Development – PD _____
- e. Information Technology - IT _____

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-up sheet listing attendees

Signature of Committee Chair: Presentation material is current and relevant

Send Documents to: MAK-J Energy
Attention: Dawn Meek
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Denver, CO 80202
Telephone: 303-339-5877
Email: dmeek@makjenergy.com