

2.5.3 RECORDING CPE ACTIVITIES

The Chief Internal Auditors are responsible for maintaining documentation of the CPE hours completed by each auditor subject to CPE requirements. The audit organization's records, which may be kept electronically as appropriate, should include the following information for each CPE program or activity attended or completed by an auditor:

1. The name of the organization providing the CPE;
2. The title of the training program, including the subject matter or field of study;
3. The dates attended for group programs or dates completed for individual study programs;
4. The number of CPE hours earned toward the 80-hour and 24-hour requirements;
5. A certificate or other evidence of completion from the CPE provider for group and individual-study programs;
6. Documentation of CPE courses presented and/or copies of course materials developed by or for speakers, instructors, or discussion leaders, along with a written statement supporting the number of CPE hours claimed; and
7. Copy of the published book, article, or materials that names the writer as author or contributor, a written statement from the writer supporting the number of CPE hours claimed, and the name and contact information of the publisher, if applicable.

Required records for CPE participation shall be maintained by the Chief Internal Auditor for at least ~~five~~six years.