

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

**CONFERENCE POLICIES AND PROCEDURES**

<b>Class Schedules</b>	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.
<b>Speaker Format and Course Level</b>	All presentations are live format and course levels are considered basic or update.
<b>Conference Materials</b>	Attendees will receive the Conference Program Brochure, Roster of Attendees, Speakers' Biography, and their Presentation Outline. Additional materials may be distributed from the presenters.
<b>Registration</b>	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
<b>Cancellation and Registration Policy</b>	<p>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.</p> <p>If an attendee is registered for a conference that is cancelled, notification will be made on the registration deadline date.</p>
<b>Continuing Professional Education</b>	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 <a href="http://www.nasba.org">www.nasba.org</a> . No course information may be obtained at this number.
<b>Questions</b>	<p>Please contact the coordinator of the TECA Conference:  Amy Jordan  Telephone: 615 515-5511 or 615 367-9284  Fax: 615 367-2495  Email: <a href="mailto:ajordan@tnelectric.org">ajordan@tnelectric.org</a></p>

## Amy Jordan

---

**From:** noreply@salesforce.com on behalf of Lindsay Lane <llane@nasba.org>  
**Sent:** Tuesday, February 21, 2017 2:46 PM  
**To:** Amy Jordan  
**Subject:** NASBA CPE State Roster Renewal Approval



Thank you for your continued participation as a member of the NASBA CPE State Roster program.

We are pleased to report that the membership renewal of Tennessee Electric Cooperative Association has been approved and your membership is now effective through 7/1/2017. 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 (revised August 2016) (Standards) and the program requirements of the NASBA 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 compliance audit of your course material, you will be contacted by a staff member of the NASBA Registry Team and may be requested to provide some additional information.

Your status as a registered sponsor affirms your commitment to adhere to standards for the delivery of high quality continuing professional education. You are not required to provide us with any additional program information during your renewal period, unless the number of courses you offer exceed 5 or the number of CPE credits offered 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 [NASBAregistry.org](http://NASBAregistry.org), to begin the National Registry process.

### **Company Changes**

It is 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 is located on [www.nasbaregistry.org](http://www.nasbaregistry.org).

### **NASBAregistry.org**

As a registered sponsor, your company has been provided a complimentary sponsor profile on [www.nasbaregistry.org](http://www.nasbaregistry.org) and is entitled to list an unlimited number of courses on the website.

Please visit [www.nasbaregistry.org](http://www.nasbaregistry.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.

Be sure to add our [@nasba.org](mailto:lane@nasba.org) domain to your whitelist to make sure you receive emails from us.

If you have any questions about your membership, please feel free to contact me at the email address and number provided below.

Best regards,

Lindsay Lane  
[llane@nasba.org](mailto:llane@nasba.org)

