

Sockeye Administrative Policies

NASBA | For National Registration of CPE Sponsorship

Record Policy

Sockeye will retain the following records of the event attendees who earn CPE credits for 5 years:

- Records of participation
- Dates and locations of program offerings
- Author/instructor, author/developer and reviewer names and credentials. For the CPA and tax attorney acting as an author/instructor, author/developer and reviewer for accounting, auditing or tax program(s), the state of licensure, license number and status of license should be maintained. For the enrolled agent acting in such capacity for tax program(s), information regarding the enrolled agent number will be maintained.
- Number of CPE credits earned by participants
- Results of program evaluations
- Program descriptive materials

Refund Policy

No fee should be charged for group live events.

Program Cancellation Policy

Should an event be cancelled, all registered attendees will be emailed about cancellation. No event should be cancelled more than a week prior.

Complaint Resolution Policy

Any event complaints will be handled with a phone or email by the Sockeye HR manager, Janelle Pentecostes. Her contact is: (907) 202-9535 or janelle@sockeyeconsulting.com.

Course Update Policy

Sockeye will ensure all messages are approved by all parties before publishing to ensure course documentation is correct when publishing. All publish materials will contain publication, revision, and review dates. Courses will be revised as soon as feasible following changes to relative codes, laws, rulings, decisions, interpretations, etc. Courses in subjects that undergo frequent changes will be reviewed by a subject matter expert at least once a year. Other courses will be reviewed every 2 years. For group live and group Internet based programs, the revision date is the date of the event.

Program Content and Knowledge Level

Sockeye will assure that the program content and program level is appropriate for the intended participants by clearly laying out the level of course on all promotional materials and review attendee list before the event. Program knowledge levels will be broken down using the following categories: basic, intermediate, advanced, overview and update. All programs identified as intermediate, advanced or update will clearly identify prerequisite education, experience and/or advanced preparation. For courses with a program knowledge level of basic or overview, prerequisite education or experience and advance preparation will be noted, if any, otherwise, state "none" in course announcement or descriptive materials.

Content and delivery systems

Sockeye will ensure that courses are developed by individuals or teams having expertise in the subject matter. Expertise will be measured through practical experience and/or education.

Content is Developed by a Subject Matter Expert

Programs will be reviewed by qualified persons other than those who developed the programs. These reviews will occur before the first presentation of the materials and again after each significant revision of the program. The participation of at least one licensed CPA (in good standing and holding an active license or the equivalent of an "active" license in a U.S. jurisdiction) will be involved in the development of every program in accounting and auditing. The participation of at least one licensed CPA, tax attorney, or IRS enrolled agent (in good standing and holding an active license or the equivalent of an "active" license in a U.S. jurisdiction) will be involved in the development of each program in taxes. Subject matter of international taxes will be prepared by some one with the the equivalent of an "active" licensed CPA for the international jurisdiction involved.

Content is Based on Relevant Learning Objectives

Programs will have relevant learning objectives and outcomes that clearly articulate the professional competence that should be achieved by the participants at the completion of the program.