

## How to Obtain your CPE Credits?

Thank you for registering for the upcoming 2023 Business of Airports Conference.

ACI-NA is implementing new procedures to meet the requirements of the National Association of State Board Accountancy (NASBA). We developed a checklist to make sure you are fully aware of everything you need to do to obtain your CPE credits. Conference participants are eligible to receive up to **17.5** hours of **Finance** CPE credits. Please note **NOT** all sessions at this conference are eligible for CPE credits. Please check the individual session you wish to attend to ascertain the number of credits available.

**Link to access the attendee CPE checklist:**

<https://airportscouncil.org/wp-content/uploads/2022/09/2023-BoA-Attendees-CPE-Checklist.pdf>

**Link to access the latest agenda:**

<https://airportscouncil.org/wp-content/uploads/2023/03/2023-Draft-BoA-Agenda-Finance-0302.pdf>

**Link to complete the online CPE form:** <https://survey.airportscouncil.org/s3/2023BoACPE>

We recommend you complete the CPE form within two weeks of the learning activity, i.e., by **Wednesday, July 12, 2023**. Please note that any request received after December 28, 2023 will not be honored.

ACI-NA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.nasbaregistry.org](http://www.nasbaregistry.org). For more information regarding administrative policies such as refunds, cancellation and complaints, please contact Liying Gu at [lqu@airportscouncil.org](mailto:lqu@airportscouncil.org).



Now you can complete the CPE form on the go by scanning the QR code. Simply scan the code to access the CPE form right after your CPE activities. We recommend that you only start completing the form once you have **all** the CPE codes.