

CPE Requirements Record for CIRA

(Please print or type)

Name _____

Firm _____

Address _____

City _____ State _____ ZIP _____

Phone No. _____ Fax No. _____

Three Year Period _____

The continuing education requirements for the CIRA are as follows:

1. 60 hours of CPE credits in each three-year period, beginning January 1st **after** completion of certification, are required. You should report credits annually.
2. CPE hours must be related to business turnaround and workouts; insolvency; bankruptcy and restructuring, including accounting, tax, finance, valuation, and law issues.
3. At least 20 of the 60 hours must be completed in non-employer related educational programs.
4. Credit will not be given for repeating the same course unless there are substantial changes in the course content.
5. CIRAs serving as instructors will receive credit hours at the rate of 2.0 times the participant's credits.
6. Participants must maintain a record showing evidence of attendance.
7. Fifty minutes of classroom instruction count as one hour of CPE credit.

Course No. 1

Date _____ Course Title _____

Sponsoring Organization _____

Course Location _____ Employer Course: Yes No

Course Description _____

CPE Credit Hours Earned: Participant _____ Instructor (hours x 2.0) _____

Course No. 2

Date _____ Course Title _____

Sponsoring Organization _____

Course Location _____ Employer Course: Yes No

Course Description _____

CPE Credit Hours Earned: Participant _____ Instructor (hours x 2.0) _____

Course No. 3

Date _____ Course Title _____

Sponsoring Organization _____

Course Location _____ Employer Course: Yes No

Course Description _____

CPE Credit Hours Earned: Participant _____ Instructor (hours x 2.0) _____

Course No. 4

Date _____ Course Title _____

Sponsoring Organization _____

Course Location _____ Employer Course: Yes No

Course Description _____

CPE Credit Hours Earned: Participant _____ Instructor (hours x 2.0) _____

Course No. 5

Date _____ Course Title _____

Sponsoring Organization _____

Course Location _____ Employer Course: Yes No

Course Description _____

CPE Credit Hours Earned: Participant _____ Instructor (hours x 2.0) _____

Please complete the following summary:

Hours Requested for Continuing Professional Education (CPE) Credits

	Participant	Instructor	Non-Employer	Employer
Course 1				
Course 2				
Course 3				
Course 4				
Course 5				
Course 6				
Course 7				
Course 8				
Course 9				
Course 10				
Totals				

If more than five courses were completed, please make additional copies of the previous page, renumbering the courses, and attach to this form.

I certify that I have completed the Continuing Professional Education hours, as listed above.

Signature: _____ Date: _____

Return to: ***The Association of Insolvency and Restructuring Advisors***
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Medford, OR 97501
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e-mail: aira@airacira.org