# North Dakota State Board of Accountancy: CPE Reporting Instructions
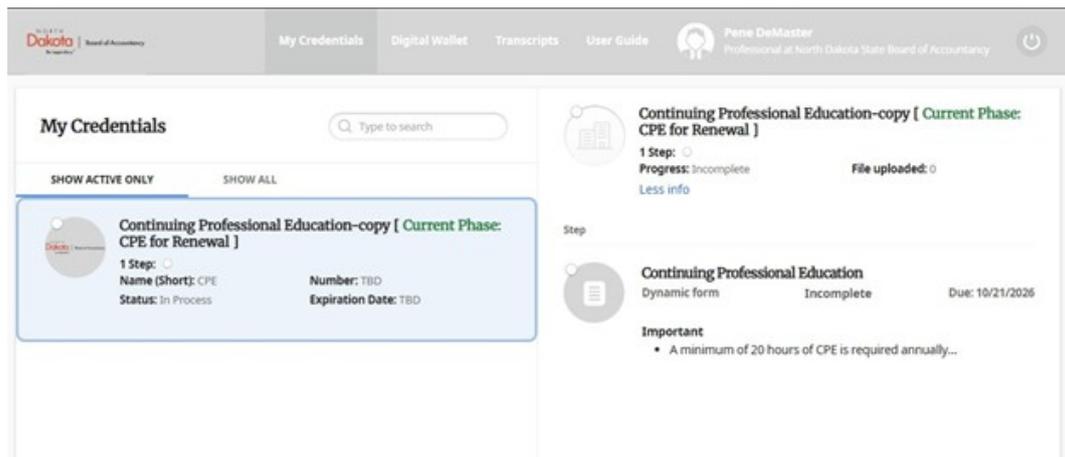
1. Accessing Your Account

To begin reporting your Continuing Professional Education (CPE), you must first access your account by locating your renewal reminder email or by logging directly into the portal at ndsba.certemy.com. If you are using the email, locate the blue button labeled 'GO TO CERTEMY' and click it to proceed directly to the login page. When the portal loads, enter your registered username and password to gain full access to your account dashboard.
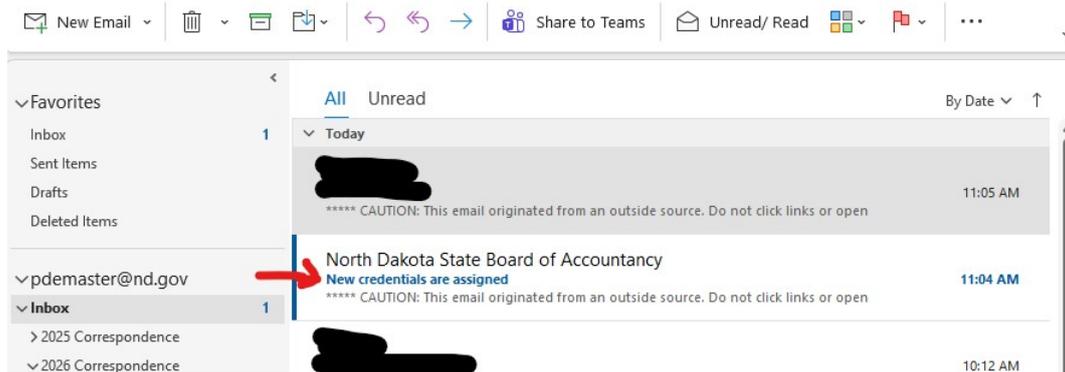
2. Locating and Downloading the CPE Worksheet

Upon successful login, you should automatically land on the 'My Credentials' page, which serves as your main dashboard. Review the options presented on the right side of the split screen, and select the phase labeled 'Continuing Professional Education.' Clicking this phase will trigger a new box to pop up, which contains a crucial blue link. This link provides access to the required 'CPE Worksheet' spreadsheet template.

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3. Preparation and Data Entry in Excel

After clicking the worksheet link, the template will open. In the upper right corner of the document view, click on 'File,' scroll down the menu to select 'Download,' and choose 'Microsoft Excel (.xlsx)' as the file format. The file will download directly to your computer. Once the spreadsheet opens, you must click 'Enable Editing' in the top bar before you can input data.
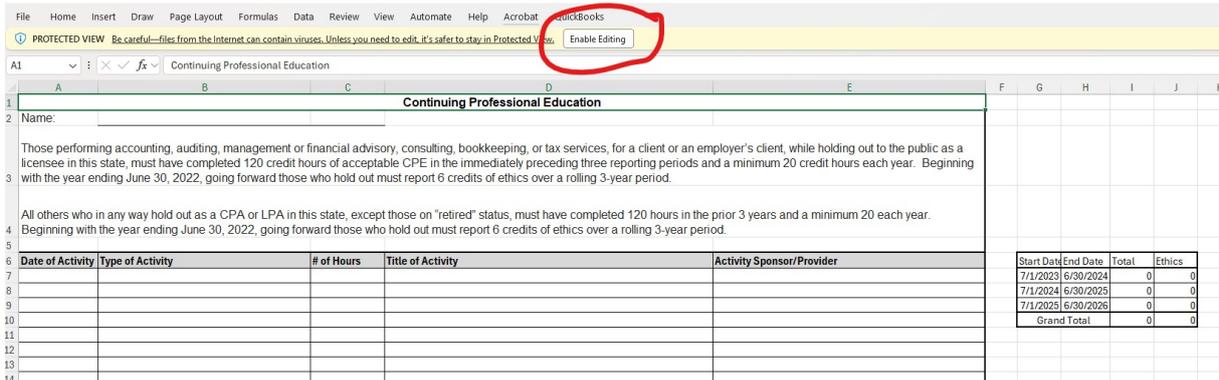
4. Completing and Saving Your CPE Log

When you can edit the spreadsheet, begin by entering your full name in the designated field. Then, start inputting your CPE information, ensuring you complete all required columns: Date of Activity, Type of Activity (using the dropdown menu provided), # of Hours, Title of Activity, and Activity Sponsor/Provider. In addition to the main log, ensure you accurately complete the separate section to the right detailing your 3-year running totals for both CPE and Ethics. Once finalized, save the spreadsheet to your Desktop.
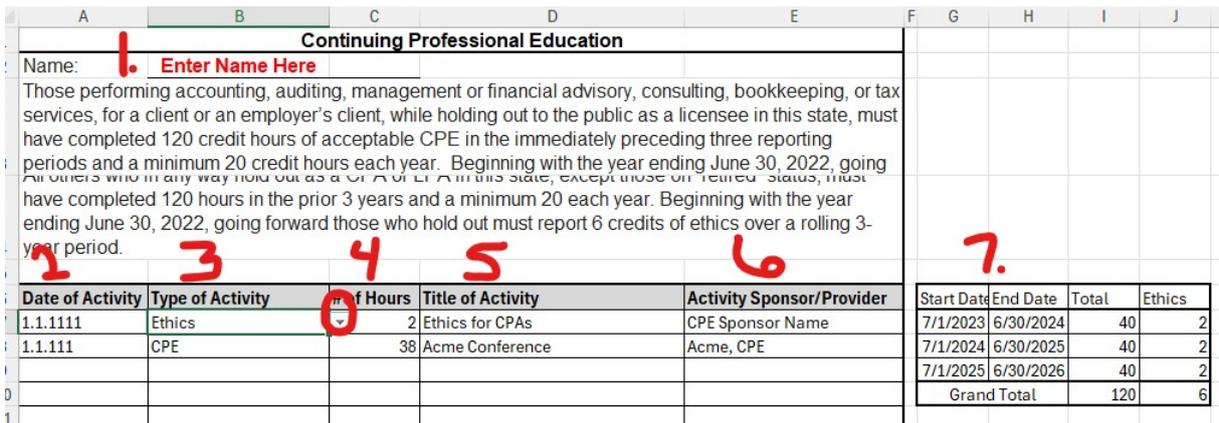
5. Uploading Your Completed Worksheet

When your worksheet is saved, return to Certemy and click 'Complete Now' in the CPE box. A new interface will appear, allowing you to click 'Browse' to locate and select the completed worksheet from your desktop. Once the correct file is selected, confirm the submission to finalize this phase step.

Important
- A minimum of 20 hours of CPE is required annually
- 120 hours of CPE is required over the rolling 3 year period
- 6 hours of Ethics is required within the 120 hours of over the rolling 3 year period

Click on the **link** to get more information about Continu Professional Education

Please download and complete the **CPE worksheet** to r your CPE.

Upload completed CPE worksheet *

Drop files to attach, or Browse

Attestation

I hereby certify and affirm that I have successfully completed the required hours of continuing education during the licensing period of July 1, through June 30. If audited, I agree to provide

6. Completing the Attestation

The next step is the Attestation. Click the 'Attestation' phase to open it, read the statement, and check the box labeled 'Yes.' Provide your final signature in the box, then click 'Submit' and 'Confirm' to lock in your final submission.

7. Verification and Final Status

Your submission will be forwarded for verification, and its status will show as 'Pending' while it awaits review. Do not assume your report is completed until it has been formally accepted by an administrator. If it remains pending for more than two weeks, please contact pdemaster@nd.gov. Once verified, you will receive an email confirmation, and your dashboard will mark the step as 'Completed.'