

Registration Policies

To Register

By mail – Forms for registration are available in the on-line catalog and under “Resources” on the continuing education tab on the KSCPA web site. Unless otherwise noted, checks should be made payable to the Kansas Society of CPAs and mailed to:

KSCPA, P. O. Box 4291, Topeka, KS 66604-0291.

By fax – When including credit card information, registrations may be transmitted by FAX to:

(785) 272-4468

On the web – Register on the KSCPA’s web site: www.kscpa.org/conted.cfm. You can also e-mail your registration to kscpa@kscpa.org.

The KSCPA accepts VISA, MasterCard and American Express.

Registration Fees

KSCPA members, out-of-state CPAs who are members of the state society in their home state, attorneys, bankers and other professionals in related fields may register at the Member Discount Fee. CPAs and non-certified accountants who live **or** work in Kansas and who are not members of the Kansas Society of CPAs are subject to the full registration fee.

To join the KSCPA as a professional or affiliate member, call the KSCPA office toll free at (800) 222-0452 or apply on line at www.kscpa.org.

Unless otherwise noted, registration fees include all instructional costs, course materials, lunch and refreshment breaks.

Payment Policies

Registrants are encouraged to register as early as possible. Registrations received less than two (2) weeks in advance of a program are subject to a **\$20 late fee**. All registration fees are due at the time of registration.

Confirmation of Registration

Registration confirmations are e-mailed when a valid e-mail address has been provided. If no e-mail address is available, a confirmation will be mailed to the registrant. If you have changed your e-mail or are unsure if the KSCPA has your current e-mail address, please notify the KSCPA by e-mailing linda@kscpa.org. Always check your confirmation for possible changes in the date, starting time or location of the seminar.

Cancellations and Substitutions

A full refund will be granted if notification of cancellation is received ten (10) days prior to the seminar. After that time, all cancellations are subject to a \$30 cancellation fee. When

no notification is received, the entire course fee will be forfeited.

You may substitute another individual or transfer your registration to another seminar at any time prior to the start of an event with no penalty.

In the event the KSCPA must cancel a program, liability will be limited to any registration fees for that event paid directly to the KSCPA. Every attempt will be made to provide a minimum of ten (10) days notice.

Attire

Business casual – comfort is key. Due to fluctuations in meeting room temperatures, we recommend you dress in layers.

Cell Phones

For the benefit of all participants, please turn off all audible alerts on cell phones and pagers during seminars.

Schedule

Unless otherwise noted, all seminars will convene at 8:30 a.m. and adjourn at 4:30 p.m. On-site registration will open thirty (30) minutes prior to the scheduled start of each seminar. Lunch is scheduled from 11:45 a.m. to 12:30 p.m.

Course Level

To help you select the most valuable training, each program description includes a designation indicating the level of expertise which registrants are expected to possess prior to attendance. These levels are defined as follows:

Basic—

Teaches fundamental principles and skills. This level is for participants with limited or no exposure to the subject.

Intermediate—

Builds on basic level program or fundamental principles and skills, and focuses on their application. This level is for those with some exposure to the subject area.

Advanced—

Focuses on the development of in-depth knowledge, a variety of skills, and/or a broader range of applications. It is for participants with significant exposure to the subject area.

Update—

Provides a general overview of new developments. It is for participants with a background in the subject who wish to remain current.

If you have questions or need additional information, please contact Connie or Linda at the KSCPA office (800) 222-0452.