Administrative Policy
for
National Investigator Training
(08/2022; 08/2023; 08/2024; 05/2025)

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GROUP LIVE PRESENTATIONS

The National Guardianship Association 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 addressed to:

National Registry of CPE Sponsors
150 Fourth Avenue North, Suite 700,
Nashville, TN, 37219-2417
or by visiting the web site: www.nasba.org.

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits will be granted based on a 50-minute hour. Two-day programs are eligible for up to 16 CPE credits; one-day programs are eligible for up to 8 CPE credits. Actual credits awarded are based on actual program length.

All other complaints can be lodged to:

denise@atlasmanagement.com
or by visiting the web site: www.guardianship.org.

DELIVERY METHOD AND PROGRAM MATERIALS

The National Guardianship Association, National Investigator Training has been approved to deliver programs via:

Group Live presentations

Our group live programs provide synchronous learning in a group environment with real time interaction of an instructor or subject matter expert that provides the required elements of attendance monitoring and engagement. Program participants receive course materials via electronic delivery in advance of the program.

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PROGRAM LEVEL AND PREREQUISITES

The National Guardianship Association, National Investigator Training programs are created to accommodate participants seeking from a basic to advanced learning experience.

However, the National Guardianship Association, National Investigator Training programs are recommended for an intermediate or advanced audience.

In general, our National Investigator Training has no specific prerequisites that are necessary to complete unless specifically stated otherwise in the individual program marketing materials.

However, a familiarity with and/or working knowledge of the program's subject matter or related work experience would be beneficial.

Training proposals selected for presentation are solicited from the membership and external subject matter experts who submit their training proposals for review by the sponsoring entity. Only those proposals that satisfy NASBA Standards, are deemed relevant and presented by individuals or groups that possess sufficient expertise to demonstrate an advanced knowledge of the subject matter and provide clearly enunciated learning objectives are selected for presentation.

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ELIGIBILITY

If not waived, specific eligibility requirements can be found at guardianship.org and or in the program agenda/brochure. Contact Program Manager or Eligibility Subgroup for questions or more information.

PROGRAM REVIEW

Program materials are reviewed and overseen by qualified experts within the respective fields of study as required by NASBA Standards. Only program content that is sufficient to meet the stated learning objectives and presented by qualified instructors will be included in any program. Instructors and the achievement of learning objectives are evaluated with each institute and only those who satisfy the quality standards will be permitted to return and provide future instruction.

ADVANCE PREPARATION

Unless otherwise stated in a program's marketing materials, no advanced preparation is required.

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CONTROL OF PARTICIPANT ATTENDANCE AND AWARDING OF CPE CREDITS

All National Guardianship Association, National Investigator Training and independent vendor instructors are responsible for ensuring that all participants are present for all program segments. This is to be accomplished as follows:

- A physical sign in log sheet shall be used at the beginning of the program. All programs extending more than 4 hours or over multiple days shall sign in after each extended break (e.g., return from lunch breaks or overnight recesses).
- The moderator shall perform a count of the participants present and shall match that number counted with the number of signatures on the sign in log sheet.
- Throughout the program, and especially at the conclusion of the program, the moderator should visually confirm that all participants are present.
- If a participant should leave the program room for an extended period of time (restroom breaks, phone calls, etc.), the moderator is responsible for keeping a list of time absent, for identifying the participant, and for adjusting the CPE credits granted to that participant.
- In addition, the moderator is required to document actual program times in session, including the time and length of all formal breaks and meals.
- Participants will receive an electronic certificate of completion documenting all continuing education for completed programs.

POLICY ON PROGRAM UPDATES

The National Guardianship Association, National Investigator Training subgroup and the Program Managers shall ensure that documentation for the specialized training event contains the most recent publication, revision or review date. Courses must be revised as soon as feasible following changes to relative codes, laws, rulings, decisions, interpretations, etc. Courses in subjects that undergo frequent changes must be reviewed by a subject matter expert at least once a year. All other courses must be reviewed at a minimum every 2 years. For group live, the revision date is the date of the event.

DOCUMENTATION OF PARTICIPATION

All participants who successfully complete the program will receive documentation of their participation, which includes the following: (1) CPE program sponsor name and contact information; (2) participant's name; (3) program title; (4) program field(s) of study; (5) date offered or completed; (6) if applicable, location; (7) type of instructional/delivery method used (i.e., group-live; group-internet-based; self-study); (8) amount of CPE credit earned for each field of study; (9) verification by CPE program sponsor representative; (10) National Registry of CPE Sponsors identification number; and (11) time statement reading "In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour."

RECORDS RETENTION

The following records will be retained for 5-years:

a) Records of the participants
b) Dates and locations of the program offerings
c) Instructor, developer, and reviewer names and their credentials. If a CPA is acting as an instructor, developer or reviewer, the state of licensure, license number, and status of license will be retained.
d) Number of CPE Credits earned by participants.
e) Results of program evaluations.
f) Program descriptive materials.

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REFUND POLICY

The National Guardianship Association, National Investigator Training refund policy is stated in the agenda or program brochure. No refunds will be issued after 2-weeks prior to the first day of the training event. Cancellations after the 2-week period will receive a copy of materials from the training.

Changes to registration or cancellations must be made in writing at:

registration@guardianship.org

If program is cancelled by the organizer, the National Guardianship Association will contact participants by email, telephone, and/or USPS with information about refund and/or rescheduling training.

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PROGRAM & INSTRUCTOR EVALUATIONS

The National Guardianship Association, National Investigator Training will request program and instructor evaluation at the end of each day of instruction. Technology (i.e. Doodle poll, Survey Monkey) evaluations and/or "paper and pencil" (hard copy) will be used to collect program and instructor evaluations.

The evaluations will be assessed to determine program effectiveness. The evaluations will be used to assess the instructional strategies employed for the learning activities and to determine whether the deliver was appropriate and effective.

The evaluation results will be shared with instructors.

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