



# GSCPA

## TEAM STREAM PROCTOR AGREEMENT

GSCPA is a registered sponsor of Continuing Professional Education with the GA State Board of Accountancy, and as a registered sponsor must comply with the Board's rules. Acting on behalf of GSCPA, you will be responsible for following the terms below:

- 1) All live stream participants must be individually registered for the live stream in order to receive CPE credit.
- 2) Only those who are in attendance will receive CPE credit and/or course materials.
- 3) Each participant must sign their name on the sign-in sheet provided by GSCPA for attendance verification.
- 4) The proctor must provide each course participant with an evaluation form to fill out upon completion of live stream.
- 5) The group/firm will provide all equipment/room for viewing the live stream.
- 6) The proctor will be responsible for logging into the program and clicking the checkpoints throughout the live stream to earn CPE credit for the group.
- 7) The proctor is responsible for submitting questions from the group to the speaker via the online questions function.
- 8) The proctor is responsible for submitting the completed Live Stream Attendance Log and evaluations to the GSCPA within 3 business days of the completion of the live stream.

By signing this agreement, you understand and consent to the terms stated above. Please return, along with the attendance form to [cpe@gscpa.org](mailto:cpe@gscpa.org).

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GSCPA Representative

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Firm/Company Representative

\_\_\_\_\_  
Title

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Title

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Date

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Date

**Program Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_