

## Earn cash or attend free!

### Become an onsite coordinator

The ISCPA CPE department needs members to serve as administrators at ISCPA-sponsored courses outside of the Des Moines area\*. The coordinator is responsible for onsite administration of the course since an ISCPA staff member will not be present.

*\*Excludes co-sponsored courses with partnering state CPA societies.*

#### Duties include:

- Prior to the course, print attendance sheets (emailed to coordinator 1-2 days prior) and return the attendance sheets electronically to ISCPA after the course.
- Greet participants and assist with sign in at the course site.
- Inspect and make arrangements for any necessary classroom changes at the course site.
- Confirm the discussion leader has everything needed to present.
- Confirm break and lunch schedule with facility staff.

Coordinators will receive detailed instructions of their duties. Compensation for the coordinator will be a **free course registration** or direct compensation of **\$150** per day per eight-hour course or **\$75** per two-hour or four-hour course. Compensation will be made after the course has taken place and duties have been fulfilled. For more information, contact the ISCPA CPE department at 515-223-8161. To become an onsite coordinator, complete the form below.

#### CPE onsite coordinator form

Course requested (acronym) \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Firm/company \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone\* \_\_\_\_\_

\*Onsite coordinators will need to be accessible via cell phone on the day of the course.

Preferred email address for communication and attendance sheets: \_\_\_\_\_

Compensation preference:  Complimentary course registration  Direct compensation

**Return completed form to:** Kalli Hurst, khurst@iacpa.org or call 515-985-7128.