Attending External Seminars, Conferences and Training:

Employees may attend outside seminars, conferences, or programs to meet professional development goals or continuing education hours needed to renew a license or certification.

All employees requesting external training reimbursement are required to complete the Continuing Professional Education (CPE)/Seminar form accessed through the following links:

**Consultant: Continuing Professional Education (CPE)/Seminar Form**

On the first page, enter your name/email address, the Managing Director’s name/email address and the Practice Area Business Manager's (PABM) name/email address.

**UK Consultant: Continuing Professional Education (CPE)/Seminar Form**

On the first page, enter your name/email address, the Managing Director’s name/email address and the Practice Area Business Manager's (PABM) name/email address.

**NBS: Continuing Professional Education (CPE)/Seminar Form**

On the first page, enter your name/email address and the NBS Director’s name/email address.

When you complete and submit the form, the rest of the process occurs automatically in the DocuSign system.

Once the form is fully approved, Training Reimbursement will send you the charge code for your expenses via email.

**If you are unable to attend a program, you are responsible for providing notification to your practice to minimize the lost fees and/or find some mechanism to take advantage of the program if available. Your inability to provide sufficient notification may impact reimbursement.**