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Memorandum

To: Business Managers
University Accounting Personnel

From: Kathi Wimmer, Finance Training Coordinator

Date: March 25, 2008

Re: Continuing Professional Education (CPE) Courses

The Finance Division of the University of North Carolina at Chapel Hill will be offering Continuing Professional Education (CPE) courses on April 24th, and again in September and November of the 2008 calendar year. An announcement will go out several weeks prior to the Fall courses announcing the topic and speaker. The April 24th course will be entitled Ethics and Professional Conduct.

Timothy Kennedy, CPA, will instruct this course, which includes the professional standards, discussion of ethical theory and ethical situations and case studies on ethical situation. The Ethics course meets the NC State Board requirement for all North Carolina CPAs to complete a two-hour group study course on professional ethics and conduct [Rule 8G410 Professional Ethics and Conduct]. Two hours of Continuing Professional Education credit will be awarded.

This course will be held at the Friday Center. Space is limited, so please register early. The course will begin at 9:00 a.m. and last until 11:00 a.m.; sign-in begins at 8:30. A continental breakfast bar is included with your registration.

The fee for the class is \$40. Please complete the Payment Information section on the registration form. Unfortunately, we are unable to refund registration fees regardless of time of cancellation notification.

Please register at http://cfx.research.unc.edu/res_classreg/index.cfm. You can browse events by sponsor. Our sponsor name is Finance Training. Your registration will be confirmed by e-mail.

If you have any general administrative or registration questions, please contact Nicole Long at (919) 962-3722 or e-mail financetrainer@unc.edu. We look forward to your participation.