2018 IN-HOUSE CPE PLANNER

On-Site Customized Seminars

and Other In-House Training Solutions
Dear CPE Decision Maker,

At Thomson Reuters, we are dedicated to developing new and relevant in-house training solutions that offer practical guidance on issues important to professionals. We are also committed to providing cost efficient training options that meet the needs of our valued customers. In keeping with this philosophy, I would like to highlight several key products described in the 2018 In-House Planner.

**AuditWatch University**
AuditWatch University is an integrated development curriculum designed toward promoting the professional growth of your auditing staff. All of our instructors are “hands-on” experts who teach practical, relevant and innovative material in an engaging and easy-to-follow manner. Starting with Basic Staff Training and culminating with senior management level courses, AuditWatch University offers seven progressive levels of training.

**TaxWatch University**
TaxWatch University promotes the professional growth of your tax staff. The progressive levels of training begin with an entry-level program that focuses on individual tax returns, and conclude with an advanced program that focuses on complex tax issues and management skills training. Course content is updated each year to reflect changes in tax laws and regulations and has been updated for 2018 to include changes related to the Tax Cuts and Jobs Act.

**Federal Tax Update**
Learn how the laws impact employers and individual taxpayers in this year’s edition of the most highly practical and comprehensive tax update in the country! Get real-world insights and complete coverage on the latest developments affecting individuals, partnerships, C corporations, S corporations, estates, and trusts. Updates for 2018 include important changes related to the Tax Cuts and Jobs Act.

**Preparing for ASC 606 – Revenue from Contracts with Customers**
Revenue from Contracts with Customers is the most significant change to revenue recognition financial reporting standards in recent years. This course provides an in-depth look at the standard; incorporating implementation guidance and examples, related ASU’s, and available guidance from AICPA industry task forces. This one day course can also be bundled with our popular AuditWatch Accounting and Auditing Update. In this customizable accounting and auditing update, we work with your firm to select and cover the areas of focus you choose.

**Web-Based New Hire Training**
AuditWatch University now includes a series of AuditWatch University Level 1 modules designed for new auditors and a TaxWatch University Web-Based Level 1 for new tax staff. Both are delivered on WebEx, a web-based, interactive learning platform.
**Materials Only Options**
Consider Checkpoint Learning® In-House Seminars Materials Only Options. We provide the instructor manual, PowerPoint package and participant manuals, you provide the instructor.

**Webinars Presented Exclusively to Your Firm**
As you plan your professional development program for 2018, consider our customized webinar option. Our highly rated instructional team can present a web-based educational event specifically for your firm on over 250 webinar topics such as-

- Customizable Accounting and Auditing Updates (we work with your firm to select and cover the areas of focus YOU choose)
- Quarterly SEC/PCAOB Updates
- Over 35 Yellow Book webinars including a new case study series
- Close to 100 tax topics including everything from complex partnership issues to the latest on capitalization
- Audit Efficiency Programs and guidance from the efficiency experts at AuditWatch
- Soft Skill and Leadership topics
- Tax Updates; including new webinars that focus on the Tax Cuts and Jobs Act

Our webinars can be delivered on the platform of your choice. Be it WebEx or another platform, our instructors and moderators offer you world class content, subject matter expertise and a professional webinar experience. Programs are delivered privately to your firm and are fully customizable.

Current, relevant course content from the industry's leading publisher; affordable, customized, onsite training; highly rated instructors; flexible formats; it's all part of the Thomson Reuters In-House training solution. Please call me at (800) 387-1120 to discuss your training needs. I welcome the opportunity to talk to you about a training solution that's right for your firm.

Best regards,

Barbara Marino
Senior Director, In-House CPE and Business Development, Learning Solutions
Thomson Reuters
# 2018 In-House CPE Planner

## Table of Contents

### ACCOUNTING AND AUDITING

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The AuditWatch Accounting and Auditing Update (AWACO)</td>
<td>9</td>
</tr>
<tr>
<td>Mastering the Basics of Data Extraction Software (AWPM)</td>
<td>11</td>
</tr>
<tr>
<td>Spotting Opportunities to Use Data Extraction Software (AWPSO)</td>
<td>12</td>
</tr>
<tr>
<td>Preparing for ASC 606-Revenue from Contracts with Customers (AWRRO)</td>
<td>13</td>
</tr>
<tr>
<td>Performing Compilation and Review Engagements (CRIF)</td>
<td>15</td>
</tr>
<tr>
<td>Financial Reporting and Disclosures for Small Businesses (FRDF)</td>
<td>17</td>
</tr>
<tr>
<td>Audits of Employee Benefit Plans Using the PPC Audit Approach (GBPF)</td>
<td>19</td>
</tr>
<tr>
<td>Performing Efficient Audits of Nonpublic Companies Using</td>
<td></td>
</tr>
<tr>
<td>the PPC Approach (GRNF)</td>
<td>22</td>
</tr>
<tr>
<td>Evaluating and Testing Internal Controls (ICCF)</td>
<td>24</td>
</tr>
<tr>
<td>Analytical Procedures (PROF)</td>
<td>26</td>
</tr>
<tr>
<td>Sampling: Where, When and How (SAMF)</td>
<td>28</td>
</tr>
</tbody>
</table>

### TAXATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Entities Tax Update (BETF)</td>
<td>30</td>
</tr>
<tr>
<td>Federal Tax Update (PTUF)</td>
<td>32</td>
</tr>
<tr>
<td>1040 Individual Tax Update (T40F)</td>
<td>34</td>
</tr>
</tbody>
</table>

### YELLOW BOOK

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government and Nonprofit Update (AWGUO)</td>
<td>36</td>
</tr>
<tr>
<td>Performing Effective and Efficient Single Audits (AWSAO)</td>
<td>38</td>
</tr>
</tbody>
</table>
AUDITWATCH UNIVERSITY

AuditWatch University – Level 1: Basic Staff Training (AWO1) .......................... 40
AuditWatch University – Level 2: Experienced Staff Training (AWO2) ............... 42
AuditWatch University – Level 3: Beginning In-Charge Training (AWO3) .......... 44
AuditWatch University – Level 4: Experienced In-Charge Training (AWO4) ...... 46
AuditWatch University – Level 4.5: Beyond In-Charge,
    “Taking the Next Step” (AWO45) ................................................................... 48
AuditWatch University – Level 5: Beyond In-Charge,
    “Taking the Lead” (AWO5) ............................................................................. 50
AuditWatch University – Level 6: Developing the Executive Within (AWO6) ...... 52
Web-Based New Hire Training (AWW1) .............................................................. 54

TAXWATCH UNIVERSITY

TaxWatch University Tax Staff Training—Level 1 (TX1F) ................................. 56
TaxWatch University Tax Staff Training—Level 2 (TX2F) ................................. 58
TaxWatch University Tax Staff Training—Level 3 (TX3F) ................................. 60
TaxWatch University Tax Staff Training—Level 4 (TX4F) ................................. 62
Web-Based New Hire Tax Training (TWW1)....................................................... 64

SMART / CHECKPOINT ENGAGE

Improving the Audit with PPC’s SMART Practice Aids (AWOS1S) .................... 66

Best Practices for Enhancing Audit Risk Assessment
    with PPC’s SMART Practice Aids (AWOS2S) .................................................. 68

Best Practices for Evaluating and Testing Internal Controls
    with PPC’s SMART Practice Aids (AWOS3S) .................................................. 70

Improving the Audit: Checkpoint Engage Implementation Training (AWOS5S) .... 72

Best Practices for Enhancing Audit Risk Assessment
    with Checkpoint Engage (AWOS6S) .............................................................. 74
THE AUDITWATCH ACCOUNTING AND AUDITING UPDATE

AWACO

In this course we deliver what you need to know about newly issued authoritative pronouncements of the FASB and AICPA – along with other developments of interest to practitioners serving small- and middle-market businesses. Course material is updated throughout the year so it is always current. We tailor the discussion to your firm by reviewing the agenda with you and focusing on those items most relevant to your practice. In addition we can work with you to customize the course content by removing topics you don’t want to cover and including topics that go beyond the accounting and auditing update.

LEARNING OBJECTIVE: This session will enable the participant to apply selected newly issued and effective technical accounting and auditing pronouncements and advise companies on related implementation issues.

COURSE FEATURES:

- Technical content delivered in an engaging way; encouraging participant questions and interaction
- Discussion questions, exercises, and illustrative examples
- Content updated throughout the year
- Customizable content – including the option to include topics beyond the usual A&A update
- Inclusion of hot topics and practice issues

DESIGNED FOR: Accountants in public practice, industry, and education who need a comprehensive review of recently issued or effective authoritative pronouncements.

REQUIRED KNOWLEDGE AND EXPERIENCE: Knowledge of accounting and auditing.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Update
FIELD OF STUDY: Accounting; Auditing
MAJOR TOPICS:

The topics discussed - and depth of coverage - depend on the activities of the FASB, AICPA and others. Likely topics in 2018 include the following:

Accounting Update

- FASB’s significant new standards on Revenue From Contracts With Customers, Leases and Financial Instruments
- ASU’s related to FASB’s simplification initiative
- Other recently issued or soon-to-be effective ASUs
- Significant exposure drafts

AICPA Update

- New SSARS standards and interpretations
- Recently issued and recently effective auditing standards and exposure drafts
- Technical Q&A

Practice Issues

- Common peer review matters
- Results of recent fraud studies or fraud cases
- Others

Optional Topics

We can customize this course for your firm by including topics beyond the A&A update; including -

- Key issues in audit productivity
- Improving analytical procedures
- Audit sampling
- Engagement management
- Audit documentation
- Audit planning
- Leadership
- Supervision and feedback
- Others
MASTERING THE BASICS OF DATA EXTRACTION SOFTWARE

AWPM

This hands-on computer course is for new users of data extraction software and those who want to review basic and intermediate software functions.

COURSE FEATURES:

- Master the key commands and functions of IDEA software
- Identify numerous applications of the software
- Obtain and import basic and complex data files typically received from clients
- Learn how to incorporate the software’s usage in your engagement planning
- Understand the software’s reporting features and workpaper assistance tools
- Use software driven results to make audit conclusions

COURSE TYPE: Seminar
COURSE LENGTH: 2 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 16 hrs.
COURSE LEVEL: Basic
FIELD OF STUDY: Auditing, 8 hrs.; Specialized Knowledge, 8 hrs.
SPOTTING OPPORTUNITIES TO USE DATA EXTRACTION SOFTWARE

AWPSO

Ideal for firms seeking to expand their use of data extraction based procedures. This course helps engagement decision makers recognize situations where their teams can use data extraction to improve quality and efficiency. This is not a computer-based class.

COURSE FEATURES:

- Assess the cost-benefit of using data extraction software on specific engagements
- Identify basic and creative uses of the software (including the latest innovative applications to help comply with emerging audit standards)
- Interpret, document, and communicate results to clients
- Identify ways to use data extraction software as a marketing tool to prospective clients

COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Overview
FIELD OF STUDY: Auditing
ASU 2014-09 (ASC 606) – Revenue from Contracts with Customers is the most significant change to revenue recognition financial reporting standards in recent years. This course provides an in-depth look at the standard; incorporating implementation guidance and examples, related ASU’s, and available guidance from AICPA industry task forces.

Designed for public accountants performing audits, reviews, compilations or preparations of GAAP financial statements, this new one day seminar will help you understand the guidance in ASC 606 Revenue from Contracts with Customers and identify key implementation issues and challenges. The course features current guidance from the FASB and the AICPA, as well as implementation guidance and examples all covered in an interactive and discussion oriented presentation.

LEARNING OBJECTIVE: Understand the guidance in ASC 606 Revenue from Contracts with Customers and identify key implementation issues and challenges.

COURSE FEATURES:
- Current guidance from FASB, AICPA and others (updated as information becomes available)
- Implementation guidance and examples
- Interactive and discussion oriented presentation
- Examples of adoption and disclosure from recent public-company filings

DESIGNED FOR: Designed for public accountants performing audits, reviews, compilations or preparations of GAAP financial statements.

REQUIRED KNOWLEDGE AND EXPERIENCE: Knowledge of U.S. GAAP.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Accounting
MAJOR TOPICS:

- Overview of core changes in revenue recognition concepts
- ASC 606 scope and scope exceptions
- In-depth coverage of the five-step model
  - Identifying the contract with the customer
  - Identifying the performance obligation
  - Determining the transaction price; including constraints on variable consideration, adjustments to revenue for significant financing components, non-cash consideration and consideration payable to the customer
  - Allocating the transaction price to the performance obligations
  - Recognizing revenue when (or as) performance obligations are satisfied; including the determination of when control of a performance obligation is transferred over time vs. at a point in time, and measuring progress toward satisfaction of performance obligations
- Contract modifications
- Disclosure requirements for both public and non-public entities
- Revised guidance related to contract related costs
- Warranties
- Non-refundable upfront fees
- Sales and usage based royalties and fees
- Breakage
- Principal vs. agent revenue recognition (i.e. gross vs. net)
- Recognizing revenue related to intellectual property
- Course will incorporate dozens of implementation examples and illustrations related to the above topics; including implementation examples included within ASC 606
- Industry-specific guidance related to construction, non-profits and others as such guidance becomes available from AICPA and other sources
- Auditing considerations related to ASC 606; including considerations related to significant management estimates and judgments
COMPILATION AND REVIEW INSIGHTS – TIMELY ADVICE FOR IMPROVING QUALITY AND EFFICIENCY

CRIF

This course outlines the requirements for completing compilation and review engagements, performing them more effectively, and responding to special situations.

LEARNING OBJECTIVES:

- Better execute considerations in acceptance and continuation
- Consider materiality
- Better understand and execute compilation and preparation engagement procedures
- Better understand and execute review procedures
- Adapt for clients who report under a Special Purpose Framework / OCBOA

COURSE FEATURES:

- Covers most recent SSARS standards
- Responsibility for fraud, internal control, and going concern in compilation and review engagements
- Client communications in compilation and review engagements
- Improving analytical procedures in review engagements
- Adapting for Special Purpose Framework engagements
- Reporting standards

DESIGNED FOR: Accountants in public practice who want to increase their quality and efficiency in compilation and review engagements.

REQUIRED KNOWLEDGE AND EXPERIENCE: Basic knowledge and experience preparing compilation and review engagements.

COURSE TYPE: Seminar

COURSE LENGTH: 1 day

ADVANCED PREP: None

RECOMMENDED CPE CREDIT: 8 hrs.

COURSE LEVEL: Intermediate

FIELD OF STUDY: Accounting
MAJOR TOPICS:

ENGAGEMENT ADMINISTRATION

- Acceptance and continuation
- Engagement letters
- Independence considerations
- Materiality considerations

PERFORMING EFFICIENT COMPILATION AND PREPARATION ENGAGEMENTS

- Definition of compilation
- Compilation procedures
- Documentation requirements
- Distinction among accounting services, preparation engagements and compilation engagements
- Preparation procedures
- Reporting

PERFORMING EFFICIENT REVIEW ENGAGEMENTS

- Definition of review
- Review procedures, including inquiries and analytical procedures
- Documentation requirements
- Representation letters
- Reporting

ADAPTING FOR SPECIAL PURPOSE FRAMEWORKS / OCBOA

- Types of Special Purpose Frameworks / OCBOA, including the AICPA’s Financial Reporting Framework for Small and Medium-sized Entities
- Adapting to special purpose frameworks / OCBOA
- Form of special purpose frameworks financial statements
- Common mistakes when compiling and reviewing special purpose framework financial statements
FINANCIAL REPORTING AND DISCLOSURES FOR SMALL BUSINESSES
FRDF

This course provides an overview of standards related to financial statements and financial statement disclosures. This course discusses the statements of financial position, statement of operations, statement of comprehensive income, statement of cash flows, statement of stockholders’ equity, and notes, under both GAAP and Special Purpose Framework bases of accounting.

LEARNING OBJECTIVE: To enable participants to efficiently and effectively prepare financial statements in accordance with GAAP and Special Purpose Framework bases of accounting.

COURSE FEATURES:
• A review of standards applicable to the preparation and presentation of financial statements
• A discussion of form and style considerations
• A detailed review of classification, measurement and presentation issues specific to accounts in each of the basic financial statements
• A review of disclosures necessary to ensure presentation in conformity with GAAP
• A discussion of the issues associated with the presentation of supplementary information
• A discussion of reporting on Special Purpose Frameworks bases of accounting

DESIGNED FOR: Accountants in public practice and industry who need to gain an understanding of the basic financial statements; including basic measurement and presentation for common financial statement line items.

REQUIRED KNOWLEDGE AND EXPERIENCE: Accountants who are new to or have limited experience with the preparation of basic financial statements.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Basic
FIELD OF STUDY: Accounting
MAJOR TOPICS:

OVERVIEW OF STANDARDS GOVERNING PREPARATION AND PRESENTATION

- Introduction to GAAP requirements and quality control

GAAP

- Performance standards
- Reporting standards
- Quality control standards
- Ethical standards

FORM AND STYLE CONSIDERATIONS

- Standardization
- Presentation considerations

CLASSIFICATION, MEASUREMENT AND PRESENTATION CONSIDERATIONS

- The balance sheet
- The statement of income
- Statements of retained earnings, stockholders’ equity and comprehensive income
- The statement of cash flows

DISCLOSURE ISSUES

- Determining necessary disclosures
- Significant accounting policies
- Common problems in preparing disclosures
- Risks and uncertainties

SUPPLEMENTARY INFORMATION

- Basic statements vs. supplementary information
- Practical guidelines

SPECIAL PURPOSE FRAMEWORKS

- Reporting on Special Purpose Framework statements
AUDITS OF EMPLOYEE BENEFIT PLANS USING THE PPC AUDIT APPROACH

Regulators are concerned about compliance with DOL and IRS regulations - not just traditional financial statement reporting. Therefore, auditors need to focus on two issues: (1) what constitutes noncompliance and how noncompliance might occur; and (2) what the auditor is required to test to determine if there is noncompliance. This seminar provides an in-depth review of ERISA regulations and at the same time designs an efficient compliance audit methodology for those rules. Learn what auditors forget to do when examining contributions, distributions, participant data, investments, and prohibited transactions.

LEARNING OBJECTIVE: To audit employee benefit plans in compliance with DOL and AICPA standards.

COURSE FEATURES:
- Latest ERISA, DOL, and IRS regulations
- FASB update
- AICPA update: risk alert, best practices in risk assessment
- Unique audit issues for defined benefit, health and welfare and contribution benefit plans: contributions, investments, participant data, distributions, fraud, and prohibited transactions

DESIGNED FOR: Accountants in public practice and industry that want to increase their effectiveness in auditing employee benefit plans.

REQUIRED KNOWLEDGE AND EXPERIENCE: Prior knowledge and experience auditing employee benefit plans.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAJOR TOPICS:

ERISA RULES
- Reporting to the DOL and IRS
- Participant notices
- Rules regarding plan design features
- Employee Plans Compliance Resolution System

REGULATORY UPDATE
- Most recent compliance requirements
- Latest guidance from ERISA, DOL, IRS
- Current audit issues

FASB UPDATE
- Most recent ASUs affecting benefit plan reporting and disclosure
- Latest changes to financial statement disclosures
- Current implementation guidance

AICPA UPDATE
- Benefit plan risk alert
- Best practices in risk assessment
- Efficient audit strategies
- Use of service organizations

SPECIAL AUDIT PROBLEMS RELATED TO DEFINED BENEFIT PLANS
- Regulatory update
- Risk assessment: what could go wrong analysis
- Efficient audit strategies
- FinRec recommendations
- What auditors forget to test

SPECIAL AUDIT PROBLEMS RELATED TO HEALTH AND WELFARE BENEFIT PLANS
- Regulatory update
- Risk assessment: what could go wrong analysis
- Efficient audit strategies
- FinRec recommendations
- What auditors forget to test
SPECIAL AUDIT PROBLEMS RELATED TO DEFINED CONTRIBUTION BENEFIT PLANS

- What auditors forget to test
- Fraud
- Contributions received and receivable
- Investments
- Participant data
- Benefit payments
- Benefit obligations
- Prohibited transactions
- Limited scope audits
- DOL and AICPA Quality Control findings
PERFORMING EFFICIENT AUDITS OF NONPUBLIC COMPANIES USING THE PPC AUDIT APPROACH

GRNF

This course provides practical guidance on how to conduct efficient and effective audits of small businesses using PPC’s Guide to Audits of Nonpublic Companies. The course highlights the latest implementation guidance from standard setters and best practices using the current PPC practice aids.

Major topics include: risk assessment, formulating the audit strategy, audit planning, evaluating and testing internal controls, designing and performing further audit procedures, audit sampling, and documentation. This course may also be purchased with advanced workpaper review allowing the instructor to focus on topics having the greatest potential benefit.

LEARNING OBJECTIVE: To enable participants to effectively use PPC’s Guide to Audits of Nonpublic Companies.

COURSE FEATURES:

- Risk assessment standards
- Audit strategy and audit plan
- Testing and evaluating internal controls
- Designing and performing further audit procedures
- Sampling
- Audit documentation

DESIGNED FOR: Auditors of all levels using the PPC methodology

REQUIRED KNOWLEDGE AND EXPERIENCE: Basic audit knowledge and experience

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAJOR TOPICS:

OVERVIEW

- Understanding the audit process
- Understanding the PPC methodology

RISK ASSESSMENT PROCEDURES AND PLANNING

- Understanding the entity and its environment
- Understanding internal control—entity level and activity level controls
- Inquiries, observations, inspections, and analytical procedures
- Planning decisions and judgments
- Consideration of materiality
- Consideration of fraud
- Developing an overall audit strategy
- Documentation of risk assessment procedures and planning

ASSESSING RISK AND DEVELOPING THE DETAILED AUDIT PLAN

- Identifying risk of material misstatement at the relevant assertion level
- Assessing risk of material misstatement at the relevant assertion level
- Considering fraud risk factors
- Significant audit risks
- Responding to the risk assessment and preparing the detailed audit plan
- Substantive analytical procedures and substantive tests of details
- Documentation of identified risks and the risk assessment

TESTING INTERNAL CONTROLS

- Determining whether to test controls
- Selecting appropriate tests of controls
- Performing tests of controls
- Sampling for tests of controls
- Evaluating tests of controls and assessing control risk
- Documentation requirements

THE EXTENT QUESTION

- Planning the extent of substantive tests
- Requirements that apply to all substantive samples
- Sampling for substantive tests of details
- Practice issues in evaluation of sample results
EVALUATING AND TESTING INTERNAL CONTROLS
ICCF

Do you feel that your approach to obtaining an understanding of your client’s internal controls is not as efficient or effective as it could be? This course is designed to help auditors increase their efficiency and effectiveness by applying a top-down, risk-based approach to internal controls. The course includes interactive case studies designed to practice the various steps of a top-down, risk-based approach. The course also addresses when it makes sense to test controls, how to perform and evaluate those tests and how the testing impacts your substantive audit procedures.

LEARNING OBJECTIVE: To enable participants to apply a top-down, risk-based approach to obtaining an understanding of internal controls and to perform tests of a client's internal controls.

COURSE FEATURES:

- Applying a top-down, risk-based approach to obtaining an understanding of internal controls
- Testing the operating effectiveness of internal controls
- Documentation of procedures
- Case studies and in-depth exercises

DESIGNED FOR: Auditors with responsibilities for designing or executing internal control-related work on audit engagements.

REQUIRED KNOWLEDGE AND EXPERIENCE: Knowledge and experience in risk-based auditing.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAJOR TOPICS:

OVERVIEW OF AUDIT REQUIREMENTS
- Evaluation of design effectiveness
- Verification of implementation

OBTAINING AN UNDERSTANDING OF CONTROLS
- Top-down, risk-based approach
- Evaluating entity and activity level controls
- Verifying implementation of entity and activity level controls
- Tips and best practices

TESTING OPERATING EFFECTIVENESS
- When and why testing operating effectiveness of key controls makes sense
- Testing operating effectiveness
- Evaluating the results

TIPS AND BEST PRACTICES
Analytical procedures are powerful tools in planning and performing audits and review engagements. In many cases, they provide greater assurance and are more efficient than tests of details. This course helps accountants take full advantage of the power of analytical procedures by providing guidance on developing and applying appropriate and effective analytical procedures in GAAS audits and SSARS reviews.

**LEARNING OBJECTIVE:** To enable participants to effectively and efficiently apply analytical procedures.

**COURSE FEATURES:**
- Overview of the concepts underlying analytical procedures
- Improve analytical procedures through better expectations, corroboration and levels of precision
- Deal with differences from expectations
- Discuss practical applications via detailed case studies

**DESIGNED FOR:** This course is appropriate for any member of an engagement team who designs or performs analytical procedures on audit or review engagements.

**REQUIRED KNOWLEDGE AND EXPERIENCE:** Knowledge or experience in GAAS audits or SSARS reviews.

**COURSE TYPE:** Seminar  
**COURSE LENGTH:** 1 day  
**ADVANCED PREP:** None  
**RECOMMENDED CPE CREDIT:** 8 hrs.  
**COURSE LEVEL:** Intermediate  
**FIELD OF STUDY:** Auditing
MAJOR TOPICS:

THE ROLE OF ANALYTICAL PROCEDURES IN AUDITS AND REVIEWS

- Benefits of analytical procedures
- Using analytical procedures in an audit
- Designing analytical procedures in a review
- Documenting the use of analytical procedures

DEVELOPING EXPECTATIONS

- Sources for expectations
- Developing expectations

DESIGN AND PRECISION

- Understanding and improving precision
- Considering the source of data and obtaining corroboration

DEALING WITH DIFFERENCES FROM EXPECTATIONS

- Deciding when a difference should be investigated
- Considering the significance of a difference

ILLUSTRATING THE USE OF ANALYTICAL PROCEDURES

- Analytical procedures in the planning and risk assessment phase of an audit
- Analytical procedures as substantive tests
- Analytical procedures in the overall review

TIPS FOR IMPROVING SUBSTANTIVE ANALYTICAL PROCEDURES
SAMPLING: WHERE, WHEN AND HOW

This course explains the use of audit sampling in an audit. The course incorporates PPC practice aids, and is focused on the PPC approach to audit sampling in both substantive tests and tests of controls. It provides a solid understanding of basic and advanced sampling topics, while staying focused on practical issues and efficiency considerations.

LEARNING OBJECTIVE: To enable participants to effectively and efficiently use audit sampling.

COURSE FEATURES:
- Basic and advanced audit sampling topics
- Alternatives to audit sampling
- Sampling used to perform tests of controls
- Sampling in substantive tests
- PPC Practice aids
- Case studies

DESIGNED FOR: Accountants who plan, perform or review audit tests using audit sampling.

REQUIRED KNOWLEDGE AND EXPERIENCE: Participants should have basic auditing experience.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Basic
FIELD OF STUDY: Auditing
MAJOR TOPICS:

INTRODUCTION TO AUDIT SAMPLING

- What is audit sampling?
- When is sampling appropriate?
- Alternatives to sampling and selecting appropriate tests
- Using PPC’s Planning Worksheet to Determine Extent of Substantive Tests

SAMPLING FUNDAMENTALS

- The impact of risks in audit sampling
- Steps to sampling
- The factors that affect sample size and reliability

SAMPLING IN TESTS OF CONTROLS

- Selecting controls to test and defining deviations
- Defining the period covered and the population
- Calculating the sample size (large and small populations)
- Selecting the sample items
- Evaluating exceptions and responding to deficiencies
- Evaluating results and the determining the appropriate level of control risk

SAMPLING IN SUBSTANTIVE TESTS

- Defining the population and sampling unit
- Tolerable misstatement and individually significant items
- Inherent risk, control risk, and other procedures risk
- Calculating the sample size
- Selecting the sample items
- Evaluating sample results and determining the level of assurance achieved
- Using PPC’s tools to plan the sample and evaluate results
The Business Entities seminar will focus on providing practical advice for tax practitioners serving small business clients. This course will provide a review of key legislation, court cases, IRS rulings and procedures, notices, and other developments. We will explore the advantages and disadvantages of C corporations, S corporations, limited liability companies, general partnerships, and limited partnerships (including limited liability and family limited partnerships).

**LEARNING OBJECTIVE:** Identify recent changes in tax law and assess their impact on business entities.

**DESIGNED FOR:** Accountants wanting to know the latest changes in federal tax law affecting corporate taxation.

**REQUIRED KNOWLEDGE AND EXPERIENCE:** Familiarity with corporate tax law.

**COURSE TYPE:** Seminar
**COURSE LENGTH:** 1 day
**ADVANCED PREP:** None
**RECOMMENDED CPE CREDIT:** 8 hrs.
**COURSE LEVEL:** Update
**FIELD OF STUDY:** Taxes
MAJOR TOPICS:

- Tax Cuts and Jobs Act – business and cost recovery provisions
- Bipartisan Budget Act of 2018 extender (and non-extender) provisions
- Technical corrections changes (Consolidated Appropriations Act of 2018)
- Code Sec. 199A qualified business income deduction
- Choosing the proper entity
- Forming a corporation
- General corporate items
- C Corporations
- Penalty Taxes: AET and PHC
- S Corporation election and consent
- S Corporation income and expenses
- S Corporation ownership of other entities
- Shareholder basis
- Passive activity rules
- S Corporation taxes
- Distributions to shareholders
- Terminating S Corporation status
- Corporate sales and liquidations
- Overview of Subchapter K—Partnerships
- Introduction—Partnerships and Limited Liability Companies (LLCs) formation
- Partnership (or LLC) operations
- Transactions with partners (or members)
- Partnership termination, sale, retirement, or death (liquidation)
Federal Tax Update covers the latest developments affecting individuals, partnerships, C corporations, S corporations, Limited Liability Companies (LLCs) and estates and trusts and is designed to keep you up-to-date in this dynamic environment.

**LEARNING OBJECTIVE:** To provide participants with practical, working knowledge of the latest tax law changes that will enable effective tax planning, compliance, and consultation engagements during the coming year.

**COURSE FEATURES:**
- Coverage of critical federal legislation
- Coverage of important Treasury regulations, IRS pronouncements, and judicial decisions issued during the past year
- Tax return preparation tips
- Tax planning ideas
- Numerous practice aids including real-life examples, worksheets, elections, and checklists

**DESIGNED FOR:** Accountants in public practice and private industry who need to stay on top of the latest changes in the federal tax law, including legislation, IRS pronouncements, and judicial decisions issued during the past year.

**REQUIRED KNOWLEDGE AND EXPERIENCE:** Participants should be familiar with federal tax issues for various entities.

**COURSE TYPE:** Seminar

**COURSE LENGTH:** 1 day

**ADVANCED PREP:** None

**RECOMMENDED CPE CREDIT:** 8 hrs.

**COURSE LEVEL:** Update

**FIELD OF STUDY:** Taxes
MAJOR TOPICS:

KEY LEGISLATION

- Tax Cuts and Jobs Act – individual, business and cost recovery provisions
- Bipartisan Budget Act of 2018 extender (and non-extender) provisions
- Technical corrections changes (Consolidated Appropriations Act of 2018)

INDIVIDUALS

- Income issues
- Deductions and losses
- Personal tax credits
- Filing matters

BUSINESS ENTITIES

- C corporations and shareholders
- S corporations and shareholders
- Partnerships (LLCs) and partners (members)

CAPITALIZATION, DEPRECIATION AND AMORTIZATION

COMPENSATION ISSUES

- Retirement Plans
- Fringe Benefits
- SE and FICA issues

TRUSTS AND ESTATES

- Estate and gift tax

ADMINISTRATIVE ISSUES

- IRS compliance matters
1040 INDIVIDUAL TAX UPDATE
T40F

This comprehensive course covers key tax issues for completing a broad range of individual income tax returns and covers all major aspects of income, deductions, and credits. This course is both a review and update. Topics include coverage of key legislation, court cases, revenue rulings, revenue procedures, notices and announcements. The course is updated to the date of the seminar and will provide you with the insight, practice tips and tools you need for the upcoming busy season.

LEARNING OBJECTIVE: To enable the practitioner to competently prepare tax returns this upcoming busy season.

DESIGNED FOR: Practitioners who prepare or review individual income tax returns.

REQUIRED KNOWLEDGE AND EXPERIENCE: Participants should be familiar with individual federal income tax issues.

COURSE TYPE: Seminar
COURSE LENGTH: 2 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 16 hrs.
COURSE LEVEL: Update
FIELD OF STUDY: Taxes
MAJOR TOPICS:

- Tax Cuts and Jobs Act – individual and cost recovery provisions
- Bipartisan Budget Act of 2018 extender (and non-extender) provisions
- Technical corrections changes (Consolidated Appropriations Act of 2018)
- Code Sec. 199A qualified business income deduction
- Divorce
- Capitalization and depreciation
- Itemized deductions (and enhanced standard deductions)
- Foreign income and foreign tax credit
- Debt forgiveness
- Sole proprietor - Schedule C
- Self-employment tax
- Independent contractor or employee
- Passive and rental activities
- Casualty (disaster) losses
- Personal tax credits
- Individual mandate and the premium tax credit
- Alternative minimum tax
- Retirement accounts (contributions and distributions)
- Sale of a principal residence
- Filing status
- Pass-through entities - basis
- Education provisions and planning
- Household employees and payroll
- Interest, dividends and other investments
In this session, you will learn the recently issued authoritative pronouncements affecting governmental and nonprofit entities – including accounting, compliance and auditing. This session also addresses risks and practical implementation and practice issues that relate to these specialized industries.

**LEARNING OBJECTIVE:** Recognize and apply changes in guidance affecting governmental and nonprofit entities.

**COURSE FEATURES:**

- Workshop style presentation with exercises and numerous examples
- Special accounting and auditing considerations in governmental and nonprofit audits
- Review of significant exposure drafts and other proposals that may affect governmental and nonprofit entities
- Practical application of new standards and guidance

**DESIGNED FOR:** Auditors in public practice that are responsible for performing audits of governmental or nonprofit entities.

**REQUIRED KNOWLEDGE AND EXPERIENCE:** Basic knowledge and experience with governmental and nonprofit audits.

**COURSE TYPE:** Seminar

**COURSE LENGTH:** 8 hrs.

**ADVANCED PREP:** None

**RECOMMENDED CPE CREDIT:** 8 hrs.

**COURSE LEVEL:** Update

**FIELD OF STUDY:** Accounting (Governmental) 4 hrs.; Auditing (Governmental) 4hrs.; Qualifies for YellowBook CPE
MAJOR TOPICS:

- Current challenges affecting governmental units and nonprofit organizations
- Recently issued GASBs, GASB exposure drafts
- GASB implementation guidance
- Recently released ASUs and ASU exposure drafts affecting nonprofit organizations; including the new financial reporting model
- Common disclosure deficiencies related to governmental units and nonprofit organizations
- Compliance auditing update: Yellow Book guidance and Single Audit changes
- Revisions to AICPA standards
- Changes to AICPA Accounting and Auditing guides: state and local governments, nonprofit organizations, single audit
- Changes to compilation and review standards
- Common engagement deficiencies noted in peer review and OIG inspections
- Ethics standards update
PERFORMING EFFECTIVE AND EFFICIENT SINGLE AUDITS
AWSAO

In this session you will learn how to perform a single audit in accordance with the audit requirements of 2CFR200 (Uniform Guidance). Also covered are the auditor’s responsibilities relating to the overall performance of the single audit, importance of an accurate and complete schedule of expenditures of federal awards, determination of major programs, design of effective methods to test controls over compliance and compliance applicable to major programs, considerations for audit sampling and requirements for reporting. Special attention is given to common deficiencies, best practices, and tips.

LEARNING OBJECTIVE: Apply the audit requirements of the single audit. Plan and execute an effective and efficient single audit.

COURSE FEATURES:

- Workshop style presentation with interactive exercises and numerous examples
- Fundamental audit requirements for planning and performing a single audit
- Risk-based approach to determining major programs
- Opportunities to improve efficiency
- Understand the compliance requirements that may have a direct and material effect on each major program

DESIGNED FOR: Auditors in public practice that are responsible for performing single audits. This session is an excellent refresher for experienced single audit practitioners that need to understand the recently revised single audit requirements of 2 CFR Part 200.

REQUIRED KNOWLEDGE AND EXPERIENCE: Minimal or basic knowledge and experience of performing single audits.

COURSE TYPE: Seminar
COURSE LENGTH: 1 day
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Basic
FIELD OF STUDY: Auditing (Governmental); Qualifies for Yellow Book CPE
MAJOR TOPICS:

- Understanding the background of the single audit and current developments
- Understanding the auditee and auditor responsibilities in preparing a complete and accurate schedule of expenditures of federal awards based on the new guidance of 2 CFR Part 200
- Performing a risk-based approach to determine major programs based on the guidance of 2 CFR Part 200
- Designing effective and efficient methods to test compliance requirements that could have a direct and material effect on a major program and text internal controls over compliance based on the guidance of 2 CFR Part 200
- Understanding sampling in a single audit environment
- Effectively identifying, developing and reporting audit findings to comply with the requirements of 2 CFR Part 200
- Recognizing best practices to improve single audit efficiency (discussed throughout the session)
- Understanding the guidance from the perspective of the auditee and Federal awarding agency
AUDITWATCH UNIVERSITY – LEVEL 1: BASIC STAFF TRAINING
AWO1

This session helps new auditors get off to a great start, introducing them to the auditing field and basic audit responsibilities. The course includes case studies in common audit areas typically completed by staff accountants and provides an overview of how each area fits into the big picture.

REQUIRED KNOWLEDGE AND EXPERIENCE: 0-4 months

COURSE TYPE: Seminar
COURSE LENGTH: 4 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 32 hrs.
COURSE LEVEL: Basic
FIELDS OF STUDY: Auditing, 21.5 hrs., Accounting, 7 hrs., Communications & Marketing, 1.5 hrs., Behavioral Ethics, 1 hr., Regulatory Ethics, 1 hr.

MAJOR TOPICS AND LEARNING OBJECTIVES:

Services and Responsibilities – 1.5 Credits (Auditing)

- Describe key differences between types of engagements (audits, reviews, compilations and preparations) and the performance of accounting services
- Recognize the purpose of an audit
- Distinguish between attest procedures and assurance procedures
- More confidently execute your role and responsibility as an effective engagement team member

Workpapers and Documentation – 2 Credits (Auditing)

- Explain the requirements of AU-C 230, Audit Documentation
- Create, organize, and prepare audit workpapers

Introduction to the Audit Plan – 2.5 Credits (Auditing)

- Describe the key phases of the audit plan
- List basic requirements of risk assessment procedures
- Discuss the objectives and contents of key planning forms
- Identify ways auditors obtain evidence through the performance of accepted audit procedures
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

Introduction to Internal Controls & Analytical Procedures – 4 Credits (Auditing)

- Describe the key components of internal controls and list the auditors’ responsibilities related to controls
- Describe requirements and best practices for understanding, documenting and testing internal controls
- Characterize the role of analytical procedures in audits and reviews
- Identify the key steps in performing substantive analytics
- Properly document an understanding of controls and substantive analytics

Common Audit Areas – 16.5 Credits (9.5 Credits Auditing, 7 Credits Accounting)

(Cash, A/R, PP&E, Inventory, A/P, Debt, Payroll)

- Identify and explain the audit objectives and audit risks
- Perform common audit procedures and explain how the procedures address documented risks and assertions

Professionalism in Public Accounting – 3.5 Credits (1.5 Credits Communications and Marketing, 1 Credit Behavioral Ethics, 1 Credit Regulatory Ethics)

- List key characteristics of being successful in public accounting
- Describe tips for professionalism in the role of a staff auditor
- Identify common ethical challenges and potential responses

Introduction and Summary: Best Practices– 2 Credits (Auditing)

- Describe the role of the staff auditor
- Summarize the key learning points of the course
- Brainstorm best practices for first-year staff
AUDITWATCH UNIVERSITY – LEVEL 2: EXPERIENCED STAFF TRAINING
AWO2

This session introduces auditors to the complete audit process and plan. It focuses on ways for staff and senior accountants to significantly participate in the risk assessment procedures, including efforts surrounding internal controls. In addition, significant time is spent on performance of further audit procedures including tests details such as sampling, auditing estimates, and analytical procedures. Finally, the course includes discussions of select technical accounting, auditing, advanced documentation, and business skills.

REQUIRED KNOWLEDGE AND EXPERIENCE: 5 -21 months

COURSE TYPE: Seminar
COURSE LENGTH: 3 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 24 hrs.
COURSE LEVEL: Intermediate
FIELDS OF STUDY: Auditing, 21 hrs., Accounting, 3 hrs.

MAJOR TOPICS AND LEARNING OBJECTIVES:

The Audit Plan – 7 Credits (Auditing)
- Assist the team in gaining, updating, and documenting their understanding of the entity and its environment, including internal controls
- Begin to better identify and document risks of material misstatement using an understanding of the entity and its environment, including internal controls
- Participate more confidently in the risk assessment process

Substantive Analytical Procedures – 3 Credits (Auditing)
- Apply the principles of performing substantive analytical procedures
- Analyze differences from expectations
- Properly document substantive analytics

Sampling & Other Substantive Tests of Detail – 2.5 Credits (Auditing)
- Describe various tests of details
- Describe common audit approaches when using tests of details
- Select the appropriate audit approach
- Plan and implement the selected approach, including nonstatistical sampling
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

Auditing Estimates and Accruals – 2 Credits (Auditing)
- Identify common estimates and accruals
- List three general approaches to auditing estimates
- Determine the approach most likely to be selected for a given estimate

Fundamentals of Audit Documentation – 2 Credits (Auditing)
- List the requirements of AU-C 230, Audit Documentation
- Identify ways to meet the audit “reperformability” standard
- Explain the difference between required and optional documentation
- Describe the difference between evidence and documentation

Financial Reporting – 3 Credits (2 Credits Accounting, 1 Credit Auditing)
- Prepare a statement of cash flows
- List and identify common issues encountered while preparing and updating the financial statements

Accounting and Review Services – 1 Credit (Accounting)
- Describe the differences between compilation, review and preparation engagements
- List and communicate management’s responsibilities versus the accountant’s responsibilities
- Summarize the requirements in each type of engagement relating to procedures performed, documentation and reporting

Beyond the Basics - Advanced Audit Procedures - 2 Credits (Auditing)
- Identify different types of advanced audit procedures
- Discuss the risks related to auditing cash, fixed assets, inventory and investments and where advanced procedures would apply.
- Explain advanced substantive procedures with these respective accounts.

Introduction and Summary: Best Practices – 1.5 Credits (Auditing)
- Describe the role of the experienced staff auditor
- Summarize key learning points of the course
- Share your insights with other participants
- List best practices discussed in the course
AUDITWATCH UNIVERSITY – LEVEL 3: BEGINNING IN-CHARGE TRAINING
AWO3

This session prepares auditors to take in-field responsibility for an audit engagement. It mixes discussion with case studies to provide an in-depth look at designing and completing the key steps in an audit. There is heavy focus on completing the risk assessment procedures and making appropriate risk assessments. We include case study work on understanding, evaluating, and verifying a client’s activity level controls within key business cycles. This session also includes multiple interrelated modules on key business skills used by in-charge accountants, including supervising individuals and reviewing files.

REQUIRED KNOWLEDGE AND EXPERIENCE: 21-36 months

COURSE TYPE: Seminar
COURSE LENGTH: 3 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 24 hrs.
COURSE LEVEL: Intermediate
FIELDS OF STUDY: Auditing, 23 hrs., Communications & Marketing, 1 hr.

MAJOR TOPICS AND LEARNING OBJECTIVES:

Reviewing Workpapers – 3.5 Credits (Auditing)

- Understand the requirements of AU-C 230, Audit Documentation
- Describe the purpose of a detailed review
- Perform a detailed review
- Write productive review notes

Planning Your Audit – 8 Credits (Auditing)

- Gain an understanding of the entity and its environment, including internal controls
- Assess risks of material misstatement at the overall and assertion levels
- Facilitate an engagement team meeting
- Design sufficient and appropriate audit procedures to respond to the assessed risks

Communication Skills – 1 Credit (Communications and Marketing)

- List challenges to good communication
- Clearly communicate to staff and others
- Listen actively to increase understanding of essential information
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

**Introduction to Employee Benefit Plan Auditing— 1 Credit (Auditing)**

- List audit procedures performed in employee benefit plan audits
- Describe differences between financial statement and employee benefit plan audits
- Identify unique compliance auditing requirements for employee benefit plans

**Super Staff Supervision – 4.5 Credits (Auditing)**

- Describe the importance of effective supervision
- Identify and apply different teaching methods
- Describe the need for and the process of delegation

**Effective Analytics – 3.5 Credits (Auditing)**

- Describe the principles of designing effective substantive analytical procedures
- List common sources for developing expectations
- Document results of substantive analytical procedures

**Engagement Tips – 1 Credit (Auditing)**

- List key principles for creating effective “prepared by client” lists
- List efficient engagement wrap-up techniques and describe in what situations they might be most effective
- Describe basic engagement economic terms and concepts

**Introduction and Summary: Best Practices – 1.5 Credits (Auditing)**

- Identify important skills and characteristics of the best performing in-charge accountants
- List best practices discussed in the course
- Describe ways skills learned in this program will be applied in the upcoming year
AUDITWATCH UNIVERSITY – LEVEL 4: EXPERIENCED IN-CHARGE TRAINING

AWO4

This course moves experienced auditors beyond the basics. The session builds upon experiences with running engagements and provides insights and best practices on supervising, motivating, and evaluating team members. The course challenges experienced auditors to improve the effectiveness and efficiency of their audit engagements through exercises and case studies on common audit scenarios. It also provides an in-depth look at audit tasks typically performed by more experienced team members, such as evaluating design of controls, responding to risks, designing audit programs, and testing internal controls.

REQUIRED KNOWLEDGE AND EXPERIENCE: 3 - 4 years

COURSE TYPE: Seminar
COURSE LENGTH: 3 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 24 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing, 24 hrs.

MAJOR TOPICS AND LEARNING OBJECTIVES:

The Supervision Competency – 6 Credits (Auditing)

- Define competency and list its components
- Share, reflect upon, and self-assess supervisory skills
- Address concerns and challenges, including:
  - Selecting an appropriate leadership style
  - Managing subordinates
  - Providing oral and written feedback to staff

Advanced Topics in Audit Planning – 6.5 Credits (Auditing)

- Identify critical auditing concepts to teach to engagement team members
- Identify more complex areas in planning that impact the entire audit engagement
- Effectively and efficiently gain an “understanding” of internal controls
- Share best practices in facilitating planning meetings
- Leverage budgets to maximize realization and firm profits
- Learn techniques to more effectively communicate engagement status
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

Creating and Modifying Audit Programs – 2 Credits (Auditing)

- Evaluate audit procedures for effectiveness in achieving audit goals
- Facilitate the development and customization of further audit procedures

Designing Better Analytics and Tests of Controls – 3 Credits (Auditing)

- Evaluate analytics for effectiveness in achieving audit goals and efficiency opportunities
- Document results of substantive analytical procedures
- Teach your engagement team how to better develop, execute, and interpret analytical results
- Determine when to test operating effectiveness of controls
- List methods available to test controls
- Design tests of controls

Identifying and Responding to Fraud Risks – 1.5 Credits (Auditing)

- List common fraud risks at small companies
- Design tailored audit responses to fraud risks
- Identify specific tests to search for fraud
- Consider the use of technology in fraud responses

Auditing Revenue – 2 Credits (Auditing)

- Analyze the critical components of revenue recognition
- Recognize the recent issues and trends in auditing revenue
- Design better audit tests and improve audit quality

Evaluating, Concluding, and Reporting – 1.5 Credits (Auditing)

- Evaluate misstatements and control deficiencies and perform required responses
- Explain the requirements of, evaluate, and report in compliance with of AU-C Section 265
- List resources that generate insightful management letter comments
- Use a structured model to draft control deficiencies and business advice comments for management

Introduction and Summary: Best Practices – 1.5 Credits (Auditing)

- Identify the most significant challenges facing experienced in-charge auditors
- List best practices discussed in the course
- Describe ways skills learned in this program will be applied in the upcoming year
AUDITWATCH UNIVERSITY – LEVEL 4.5: BEYOND IN-CHARGE, “TAKING THE NEXT STEP”
AWO45

This course prepares experienced auditors to take the next step in their development as engagement and firm leaders. Building on the concepts introduced in Level 4: Experienced In-Charge Training, the course challenges auditors to champion the audit process by developing and implementing efficient audit plans, managing the audit process, working with clients and dealing with complex accounting and audit issues. Course material also addresses key issues in performing review and compilation engagements, using special purpose frameworks, and recognizing advanced financial reporting and auditing issues.

REQUIRED KNOWLEDGE AND EXPERIENCE: 4-5 years

COURSE TYPE: Seminar
COURSE LENGTH: 3 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 24 hrs.
COURSE LEVEL: Intermediate
FIELDS OF STUDY: Auditing, 18 hrs., Accounting, 1 hr., Communications and Marketing, 2 hrs., Personal Development, 3 hrs.

MAJOR TOPICS AND LEARNING OBJECTIVES:

Audit Efficiency Best Practices – 6 Credits (Auditing)

- Describe and teach basic audit concepts to staff
- Perform more efficient and effective engagements
- Share ideas with your firm and with your teams to look at engagements in different ways

Recognizing Financial Reporting, Auditing & Accounting Issues – 2 Credits (1 Credits Auditing, 1 Credit Accounting)

- Recognize when complex technical issues might indicate a risk of material misstatement on your audits
- List and describe ways to identify technical auditing and accounting issues early to improve efficiency on engagements
- Identify and respond to fraud and other audit risks
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

Attest Services for Smaller Entities – 1 Credits (Auditing)

- List and describe considerations as a reviewer for Review, Compilation and preparation engagements
- Understand engagement and reporting differences for Special Purpose Frameworks of accounting
- Discuss efficiency considerations related to Compilations, Reviews, Preparation and Special Purpose Framework engagements

Advanced Topics in Audit Sampling – 2.5 Credits (Auditing)

- Evaluate sampling working papers for efficiency and effectiveness
- Define the sampling unit
- Recognize stratification rules and techniques
- Evaluate errors and assess sampling risk
- Contrast and compare substantive, internal controls and attribute sampling methods

Group Audits – 1 Credit (Auditing)

- Identify audits subject to the requirements of AU-C 600
- Recognize group auditor responsibilities when making reference and when assuming responsibility for the work of component auditors

Project Management Tools for Auditors – 6 Credits (3 Credits Auditing, 3 Credits Personal Development)

- Define the common phases of a project in the public accounting environment
- List actions and strategies for better management of your audits and projects
- Understand tools to better communicate project status

Introduction to Presentations – 2 Credits (Communications and Marketing)

- List the characteristics of effective presenters
- Develop presentations for delivery to client management and audit committees
- Identify common presentation crutches and shortfalls

General Planning and Completion Procedures – 2.5 Credits (Auditing)

- Apply advanced concepts in performing General Auditing Procedures
- Recognize requirements related to commitments, contingencies, related parties, subsequent events, going concern, and more

Introduction and Summary: Best Practices – 1 Credit (Auditing)

- Identify ways in which the engagements can be improved from both efficiency and quality perspectives
- Identify ways in which the management of the engagement can be improved
- Summarize the key learning points of the course
AUDITWATCH UNIVERSITY – LEVEL 5: BEYOND IN-CHARGE, “TAKING THE LEAD”
AWO5

In this course, participants enhance and reach beyond technical expertise to develop critical managerial skills to further their firm’s success. In the professional development area, participants learn results-oriented leadership skills to better manage multiple engagements and teams. The course also includes presentation skills, advanced communication and negotiation, and business development. In the technical expertise area, participants become familiar with advanced audit issues and learn tips for reviewing audit work, developing the audit strategy, and reporting.

REQUIRED KNOWLEDGE AND EXPERIENCE: 5 – 6 years

COURSE TYPE: Seminar
COURSE LENGTH: 3 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 24 hrs.
COURSE LEVEL: Advanced
FIELDS OF STUDY: Personal Development, 5 hrs.; Communications and Marketing, 10 hrs.; Auditing, 8 hrs.; Personnel / Human Resources, 1 hr.

MAJOR TOPICS AND LEARNING OBJECTIVES:

Goal-Setting and Prioritization – 2.5 Credits (Personal Development)

- Identify personal time management techniques
- Practice techniques to more effectively identify, rank and choose priorities
- Apply a structured model to set and achieve goals

I Am a Leader – 2.5 Credits (Personal Development – 1.5 Credits, Personnel / Human Resources – 1 Credit)

- Recognize your role as a leader
- Self-assess your leadership style
- Discuss ways to improve your personal leadership skills
- Identify ways to become a better mentor / coach

Collaborative Negotiation – 2 Credits (Communications and Marketing)

- Describe and apply collaborative negotiation skills that enable business success
- Define skills to handle challenging conversations
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

Business Development Skills – 2 Credits (Communications and Marketing)

- Identify the three primary practice development goals
- Describe ways to retain existing clients and expand product/service offerings to them
- Explore techniques to create new business opportunities
- List best practices for creating a personal client development plan

Presentation Skills – 6 Credits (Communications and Marketing)

- List and explore the characteristics of effective presenters
- Use proven techniques to organize and deliver engaging presentations

Developing the Overall Audit Strategy – 3 Credits (Auditing)

- Assist in the development of the overall audit strategy
- Better identify various components of the overall audit strategy including group audit strategy, using the work of others, testing internal controls and performing interim procedures

Reviewing the Audit – 1 Credit (Auditing)

- List and describe the professional standards related to engagement audit quality and review
- Describe the roles of engagement reviewers
- Identify engagement technical review strategies to maximize audit quality and efficiency

Special Audit Issues – 3 Credits (Auditing)

- List and describe matters that give rise to special audit issues
- List strategies to identify and address issues early in the audit process
- Identify the professional standards related to areas that give rise to advanced special audit issues

Reporting on Audits, Reviews and Compilations – 1 Credit (Auditing)

- Modify the auditor’s opinion and the accountant’s review and compilation reports
- Add emphasis-of-matter and other-matter paragraphs

Introduction and Summary: Best Practices – 1 Credit (Personal Development)

- Identify current and upcoming roles and responsibilities that require their strong, competent leadership
- Identify best practices
- Share insights with fellow participants
AUDITWATCH UNIVERSITY – LEVEL 6: DEVELOPING THE EXECUTIVE WITHIN AWO6

This course develops individuals who consistently interact and manage at the executive level. By learning and applying a variety of methods, participants enhance their effectiveness as emerging executives. Participants also explore how to increase their technical and managerial contributions to their firm through higher level performance. By analyzing the concept of executive presence, participants discover why it is such a critical component of business success and career advancement.

REQUIRED KNOWLEDGE AND EXPERIENCE: 6+ years – Partners

COURSE TYPE: Seminar
COURSE LENGTH: 2 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 16 hrs.
COURSE LEVEL: Advanced
FIELDS OF STUDY: Personal Development, 10 hrs., Personnel / Human Resources, 2 hrs., Communications and Marketing, 4 hrs.

MAJOR TOPICS AND LEARNING OBJECTIVES:

Using Emotional Intelligence to Achieve Success – 2 Credits (Personal Development)
- Recognize the main components of Emotional Intelligence (EI)
- Practice EI fundamentals through a series of interactive discussions and exercises after an in-depth self-assessment
- Explain how EI is applied to enhance work relationships, performance and productivity

Managing in The Multi-Generational Workplace – 2 Credits (Personal Development)
- Understand the generations that make up the current workforce
- Explore key differences, characteristics and behaviours of each generation
- Learn techniques and strategies for effective interactions with multi-generational teams in the public accounting environment

Performance and Talent Management – 2 Credits (Personnel / Human Resources)
- Identify and explore the dynamics of performance and talent management in the public accounting industry
- Explain how to identify and develop talent in individuals to maximize their performance and professional growth
- Gain insight on best practices to develop and retain staff
MAJOR TOPICS AND LEARNING OBJECTIVES (CONT.):

Developing Executive Presence – 4 Credits (Personal Development)
- Identify the elements of Executive Presence
- Identify the behaviors necessary to maximize interaction and communication at the executive level
- Apply techniques learned to develop and deliver a brief, engaging executive-level presentation

Building New Business – 4 Credits (Communications and Marketing)
- Explore important concepts related to developing new business
- Apply structured techniques to plan for and develop business growth
- Practice the art of gaining new business through a series of interactive skill building activities

Introduction and Summary: Best Practices – 2 Credits (Personal Development)
- Identify and explore the fundamentals of Executive Presence
- List opportunities for professional growth discovered in the course
- Explain how skills learned will be applied when you return to your firm
WEB-BASED NEW HIRE TRAINING

AWW1

This course is a series of modules adapted from AuditWatch University Level 1 designed for new auditors and delivered on WebEx, a web-based, interactive learning platform. The course includes live instruction by an AuditWatch instructor combining lecture, interactive exercises, discussion and question and answer sessions. The course covers topics most important for new staff at an audit firm.

This program is available for sale to firms and will also be presented as a public web seminar.

LEARNING OBJECTIVE: To enable participants to complete typical tasks assigned to new staff auditors.

COURSE FEATURES:

- Overview of the audit process and plan
- Case studies in audit areas typically assigned to new staff
- Convenient format via web

DESIGNED FOR: New staff auditors with 0 – 6 months of auditing experience.

REQUIRED KNOWLEDGE AND EXPERIENCE: Participants should have basic accounting knowledge.

COURSE TYPE: Webinar
COURSE LENGTH: 2 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 16 hrs. (8 hrs. per day)
COURSE LEVEL: Basic
FIELD OF STUDY: Auditing, 16 hrs.
MAJOR TOPICS:

Role of the Staff Accountant and Scope of Services – 2 Credits (Auditing)

- Identify basic roles and responsibilities of staff accountants in the public accounting industry
- Describe key differences between types of engagements (audits, reviews, compilations and preparations) and the performance of accounting services
- Describe tips for professionalism and communication best practices as a staff auditor

Workpaper Documentation and Audit Procedures – 2 Credits (Auditing)

- Explain the requirements of AU-C 230, Audit Documentation
- Create, organize, and prepare audit workpapers
- Describe accepted types of audit evidence
- Describe accepted types of auditing procedures

Introduction to the Audit Plan – 2 Credits (Auditing)

- Describe the key phases of the audit plan
- List basic requirements of risk assessment procedures
- Identify the objectives and contents of key planning forms

Common Audit Areas – 10 Credits (Auditing)

- Cash, A/R, PP&E, Inventory, payroll, and A/P
- Identify and explain the audit objectives and audit risks
- Perform common audit procedures and explain how the procedures address documented risks and assertions

NOTE: Participants of the course should have access to a reliable internet connection and a phone line. The session can be presented to a group; however there must be a group moderator to receive CPE credit and to participate in exercises during the live-group session.
TAXWATCH UNIVERSITY TAX STAFF TRAINING—LEVEL 1
TX1F

This practical, hands-on program is designed for tax professionals with limited tax experience and knowledge. This course provides learning opportunities surrounding common individual and corporate tax topics that they may encounter. The course is designed to provide information on the tax rules and to challenge the participants to complete case studies and exercises where participants apply the rules and complete actual tax forms.

LEARNING OBJECTIVE: To enable participants to prepare basic individual and corporate tax returns and to begin to recognize more complex tax issues.

COURSE FEATURES:

- Individual forms and rules
- Corporate returns and rules
- Case studies and practice completing common forms
- Introduction to common terms and tax situations

DESIGNED FOR: Tax staff in public accounting with 0–1 year of experience.

REQUIRED KNOWLEDGE AND EXPERIENCE: Basic knowledge of individual income taxation.

COURSE TYPE: Seminar  
COURSE LENGTH: 3 days  
ADVANCED PREP: None  
RECOMMENDED CPE CREDIT: 24 hrs.  
COURSE LEVEL: Basic  
FIELD OF STUDY: Taxation
MAJOR TOPICS:

INDIVIDUAL
- Filing status
- Personal exemptions
- Income
  - Wages and salaries
  - Interest and dividend income
  - Pension and retirement income
  - Securities transactions
  - Other income items
- Adjustments to income
- Itemized deductions
  - Standard deduction
  - Medical expenses
  - Deductible taxes
  - Interest expense
  - Charitable contributions
  - Other itemized deductions
- Credits, payments and other Topics
  - Personal credits
  - Tax payments
  - Filing returns
- Key individual tax provisions of the Tax Cuts and Jobs Act

SOLE PROPRIETORSHIPS
- Schedule C
- Tax accounting methods
- Depreciation
- Self-employment tax
- New Code Sec. 199A and the deduction for qualified business income

RENTAL PROPERTY
- Schedule E
- Passive activities

CORPORATIONS
- S Corporations
- Limited Liability Companies
- Preparing a corporate tax return
- Book to tax reconciliations (M-1 and M-3)
- New Code Sec 199A’s impact on the owners of pass-through entities

THE ROLE OF THE STAFF ACCOUNTANT
- Understanding the role of a staff accountant in an accounting firm
- Workpaper preparation techniques
- Performing a self-review
This practical, hands-on program is designed for tax professionals in their first or second year. This course provides learning opportunities on intermediate corporate, individual, and other entity type tax topics. The course is designed to both provide information on the tax rules and to challenge the participants to complete case studies and exercises where they apply the rules and complete tax forms. Topics covered also include time management, engagement management and conducting client interviews.

**LEARNING OBJECTIVE:** To enable participants to prepare more complex individual and corporate tax returns in a more efficient and effective manner and be familiar with key tax rules impacting individuals and business entities. To help participants develop and refine vital time management, engagement management and client interviewing skills.

**COURSE FEATURES:**

- Corporate forms and rules
- Individual forms and rules
- Depreciation including the recent capitalization regulations
- Sale of assets used in trade or business
- Case studies and practice completing forms
- Discussion of other types of entities and tax issues, including the impact of the recent enacted Tax Cuts and Jobs Act
- Time management
- Engagement management
- Interviewing skills

**DESIGNED FOR:** Tax staff in public accounting with 1–2 years of experience.

**REQUIRED KNOWLEDGE AND EXPERIENCE:** Basic knowledge of individual taxation. Completion of PPC Tax Staff Training—Level 1 or equivalent is recommended.

**COURSE TYPE:** Seminar

**COURSE LENGTH:** 3 days

**ADVANCED PREP:** None

**RECOMMENDED CPE CREDIT:** 24 hrs.

**COURSE LEVEL:** Intermediate

**FIELD OF STUDY:** Taxation
MAJOR TOPICS:

C CORPORATIONS

- Tax rates – 2017 graduated rates and 2018 (and beyond) flat rate schedule
- Capital gains and losses
- Compensation
- NOLs – AMT
- Schedules L, M-1, M-2, M-3, and E&P
- Other, including controlled groups and related party transactions

S-CORP

- Filing, repairing election, terminating
- Shareholder basis and distributions
- Schedules L, M-1, and M-2
- Income, expenses, and AMT

PARTNERSHIP AND LLPs

- Introduction to these types of entities
- Formation, tax year, and accounting methods
- Self-employment tax
- Schedule K-1 and various M schedules
- Pass-through items
- Capital and basis

INDIVIDUAL (INTERMEDIATE LEVEL TOPICS)

- Pensions
- Sole proprietorships
- Rental (including PAL rules)
- Travel and entertainment
- Kiddie tax
- Personal credits
- Disposal of business assets (Form 4797)
- Depreciation including the recent capitalization regulations
- Key individual tax provisions of the Tax Cuts and Jobs Act

TIME MANAGEMENT

- Time management strategies
- Short-term goals
- Prioritization

ENGAGEMENT MANAGEMENT

- Managing client projects

INTERVIEWING SKILLS

- Preparing for client interviews
- Performing verbal client inquiries
This practical, hands-on program is designed for tax professionals with multiple years’ experience. This course provides learning opportunities on intermediate to advanced pass through entities including S corporations and partnerships/LLCs, and selected individual and corporate topics. The course is designed to provide information on the tax rules and includes case studies and exercises, which challenge participants to apply the rules and complete actual tax forms.

**LEARNING OBJECTIVE:** To enable participants to handle pass through entities including S corporations and partnerships/LLCs and estate and trust issues as well as individual and corporate events in a more efficient and effective manner.

**COURSE FEATURES:**
- Complex entity structures
- Advanced individual and corporate issues including S corporations
- Case studies, exercises, and practice completing select key forms
- Time management
- Engagement management
- Communication

**DESIGNED FOR:** Tax staff in public accounting with 2–3 years of experience.

**REQUIRED KNOWLEDGE AND EXPERIENCE:** Basic knowledge of taxation of estates and trusts, S corporations, partnerships and LLCs. Completion of PPC Tax Staff Training—Levels 1 and 2 or equivalent is recommended.

**COURSE TYPE:** Seminar
**COURSE LENGTH:** 3 days
**ADVANCED PREP:** None
**RECOMMENDED CPE CREDIT:** 24 hrs.
**COURSE LEVEL:** Intermediate
**FIELD OF STUDY:** Taxation
MAJOR TOPICS:

PARTNERSHIPS AND LLCs
- Joint Ventures
- Capital and basis
- Section 754
- Passive activity losses
- Distributions and terminations
- Outside Basis (including at-risk basis)

OTHER ENTITIES AND TOPICS
- Estates and trusts
- IRD items
- Form 1041 deductions
- Fiduciary accounting
- Beneficiaries
- Grantor trusts
- Foreign issues

C-CORPS and S-CORPS
- Passive activity losses
- At risk rules
- Personal holding company
- Business credits
- C-Corp liquidations
- Stock dispositions
- Changes in structure
- Shareholder Basis (including debt basis)
- Key business provisions of the Tax Cuts and Jobs Act

INDIVIDUALS
- Passive activity losses
- Below market loans
- AMT (in-depth)
- Tax credits
- Key individual provisions of the Tax Cuts and Jobs Act

TIME MANAGEMENT
- Time management strategies
- Prioritization

ENGAGEMENT MANAGEMENT
- Planning
- Budgeting
- Client prepared schedules
- Time outside of busy season

COMMUNICATION
- Providing instructions to interns, new staff and others
- Client interviewing skills
- Questioning and listening techniques
TAXWATCH UNIVERSITY TAX STAFF TRAINING—LEVEL 4
TX4F

This program is designed to advance a tax professional into more complex taxation issues. The program includes sessions on tax planning and saving strategies related to individuals and corporations. It also provides additional training on technical tax issues mainly related to pass-through entities and more advanced corporate and individual issues.

LEARNING OBJECTIVE: To provide participants the technical knowledge important to working with clients in a tax advisory role.

COURSE FEATURES:
- Corporate tax advanced topics
- Individual tax advanced topics
- Partnership and LLC advanced topics
- Tax planning strategies
- Estate and gift taxation basics
- Project management
- Leadership and supervision
- Ethics

DESIGNED FOR: Tax professionals with 3 or more years of experience.

REQUIRED KNOWLEDGE AND EXPERIENCE: Intermediate knowledge of individual and corporate taxation. Completion of PPC Tax Staff Training—Levels 1–3 or equivalent is recommended.

COURSE TYPE: Seminar
COURSE LENGTH: 3 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 24 hrs.
COURSE LEVEL: Intermediate/Advanced
FIELD OF STUDY: Taxes, 18.5 hrs., Personal Development, 3.5 hrs., Regulatory Ethics, 1 hr., Management Services. 1 hr.
MAJOR TOPICS:

PARTNERSHIPS AND OTHER ENTITIES
- Formation and basis considerations
- Guaranteed payments
- Basis, including Sec. 754 election
- Special allocations, elections, and distributions
- LLC members and self-employment tax
- Business succession, termination or liquidations, buy-sell agreements
- New centralized partnership audit regime rules

CORPORATE STRUCTURES
- Selecting accounting methods and tax year, including impact of small business accounting method rules of the Tax Cuts and Jobs Act
- Formation of entity
- Stock incentives
- Personal service corporations and personal holding companies
- Accumulated earnings, excessive passive income, and AMT taxes
- Built in gains tax
- Qualified subchapter S corporation subsidiaries
- Buying/selling a business
- Installment sales
- Liquidations
- Fringe benefit, stock option, and retirement plans
- Nexus
- Key business provisions of the Tax Cuts and Jobs Act

INDIVIDUAL
- Capital gains planning (including 3.8% net investment income tax)
- Rental and passive activities
- Self employment tax
- Alternative minimum tax
- Individual and self-employed persons retirement accounts
- Debt discharge (COD)
- Beneficiary designations
- Divorce
- Education planning
- Decedent’s final return
- Key individual provisions of the Tax Cuts and Jobs Act

OTHER TAX PLANNING TOPICS
- Choice of business entity considerations
- Lifetime giving strategies and charitable giving
- Consideration of trusts (basics)
- Estate planning (basics)

PROJECT MANAGEMENT
- Five common phases of project management
- Steps within each phase of project management
- Actions and strategies for effectively managing projects

LEADERSHIP AND SUPERVISION
- Leadership styles
- Motivation
- Feedback
- Delegation
- On-the-job learning

ETHICS

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WEB-BASED NEW HIRE TRAINING - TAX TWW1

We have taken our popular TaxWatch University Level 1 Staff Training course and redesigned it to be delivered via the web. In this course, we will use WebEx, a web-based interactive learning platform, to lead participants through the key information they need to succeed as new staff. The course is led by a TaxWatch instructor and combines lecture, interactive exercises and discussion. Topics include the role of the staff accountant, individuals, sole proprietorships, rental property and corporations.

This program is available for sale to firms and will also be presented as a public web seminar.

LEARNING OBJECTIVE: To enable participants to prepare basic individual and corporate tax returns and to begin to recognize more complex tax issues.

COURSE FEATURES:

- Individual forms and rules
- Corporate returns and rules
- Introduction to common terms and tax situations

DESIGNED FOR: New tax professionals with 0 – 6 months experience.

REQUIRED KNOWLEDGE AND EXPERIENCE: Participants should have basic accounting knowledge.

COURSE TYPE: Webinar
COURSE LENGTH: 2 days
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 16 hrs. (8 hrs. per day)
COURSE LEVEL: Basic
FIELD OF STUDY: Taxes
MAJOR TOPICS:

INDIVIDUAL
- Filing status
- Personal exemptions
- Income
  - Wages and salaries
  - Interest and dividend income
  - Pension and retirement income
  - Securities transactions
  - Other income items
- Adjustments to income
- Itemized deductions
  - Standard deduction
  - Medical expenses
  - Deductible taxes
  - Interest expense
  - Charitable contributions
  - Other itemized deductions
- Credits, payments and other Topics
  - Personal credits
  - Tax payments
  - Filing returns
- Key individual tax provisions of the Tax Cuts and Jobs Act

SOLE PROPRIETORSHIPS
- Schedule C
- Tax accounting methods
- Depreciation
- Self-employment tax
- New Code Sec. 199A and the deduction for qualified business income

RENTAL PROPERTY
- Schedule E
- Passive activities

CORPORATIONS
- S Corporations
- Limited Liability Companies
- Preparing a corporate tax return
- Book to tax reconciliations (M-1 and M-3)
- New Code Sec 199A’s impact on the owners of pass-through entities

NOTE: Participants of the course should have access to a reliable internet connection and a phone line. The session can be presented to a group; however, there must be a group moderator to receive CPE credit and to participate in exercises during the live-group session.
IMPROVING THE AUDIT: PPC’S SMART PRACTICE AIDS IMPLEMENTATION TRAINING
AWOS1S (Seminar) AWWS1S (Webinar)

Designed to improve your use of the software or as an introduction to its benefits, this course provides an auditor’s guide to the must-have, time-saving tips and tools within PPC’s SMART Practice Aids. In this course, an AuditWatch SMART instructor explains techniques to utilize PPC’s SMART software package to its fullest potential – as an audit productivity tool. This session also includes industry-leading best practices in performing risk assessment procedures to deliver consistent, high quality and efficient audits. This course incorporates case studies throughout to allow participants to practice the application of the subjects discussed with the use of the PPC’s SMART Practice Aids modules. The session will conclude with a high-level review of additional SMART functionalities and their benefits such as: SMART Docs, SMART Start, Fieldwork, Rollforward, Internal Control and Disclosure.

LEARNING OBJECTIVE: Effectively implement PPC’s SMART Practice Aids to improve audit planning and audit productivity

COURSE FEATURES:

- Creating and setting-up the SMART engagement file
- Assessing risks and customizing audit programs - using a case-study approach to enhance learning and practicality
- Combining SMART functionality and auditing best practices to develop an effective and efficient audit approach
- Demonstrating the key features, functionalities and tips that make SMART a powerful audit productivity tool; including SMART Docs, SMART Start, Fieldwork, Rollforward, Internal Control and Disclosure.

DESIGNED FOR: Public accountants completing or managing audit engagements using PPC’s SMART Practice Aids; including current users seeking to improve use of the software and new users seeking to maximize the benefits of implementation.

REQUIRED KNOWLEDGE AND EXPERIENCE: Understanding of planning and performing audits of financial statements. PPC’s SMART Practice Aids product training.

COURSE TYPE: Live Seminar; Live Webinar
COURSE LENGTH: 4 hrs.
OPTIONAL ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAXIMUM ATTENDEES: Seminar: 20 Webinar: 30
MAJOR TOPICS:

- Getting started with SMART – using SMART Navigator, Menus, Help
- Create Client Engagements
- Complete Planning Forms and enter Identified Risks
- Conduct Risk Assessment by Area and Assertions – select Audit Approach
- Tailor Audit Programs – using SMART Audit Program Design
- Complete Audit Programs – using Procedure Sign off, Workpaper Reference
- View Dashboard and Diagnostics Report
- Create SMART Docs – for Review in any Engagement Software
- Internal Control – Top-down, Risk-based Approach to Evaluating Internal Control
- Disclosure – Complete Checklist and Search Examples of Note Disclosures
- Rollforward – New and Changed Items Flagged
- Master Engagements – for Firm Standard Templates
- SMART Start – Save Time Creating Small Non-complex Engagements
BEST PRACTICES FOR ENHANCING AUDIT RISK ASSESSMENT WITH PPC’s SMART PRACTICE AIDS

AWOS2S (Seminar) AWWS2S (Webinar)

Designed to enhance your audit risk assessment, this course provides best practices for using PPC’s SMART Practice Aids to document your understanding the client, identify and assess risks, and customize efficient audit programs. This course blends practical discussions for enhancing the overall risk assessment process with training on using PPC’s SMART Practice Aids; helping you to get the most out of this audit productivity tool.

LEARNING OBJECTIVE: Efficiently and effectively enhance audit risk assessment procedures using the PPC’s SMART Practice Aids

COURSE FEATURES:
- Identifying and assessing audit risks
- Understanding design and implementation of internal controls as part of the risk assessment process
- Customizing audit programs - using a case-study approach to enhance learning and practicality
- Combining SMART functionality and auditing best practices to develop an effective and efficient audit approach
- Demonstrating the key features, functionalities and tips that make SMART a powerful audit productivity tool

DESIGNED FOR: Public accountants completing or managing audit engagements utilizing PPC’s SMART Practice Aids – Risk Assessment, including current users seeking to improve use of the software.

REQUIRED KNOWLEDGE AND EXPERIENCE: Understanding of planning and performing audits of financial statements. PPC’s SMART Practice Aids product training.

COURSE TYPE: Live Seminar; Live Webinar
COURSE LENGTH: 6 hrs.
OPTIONAL ADVANCED PREP: Improving the Audit: PPC’S SMART Practice Aids Implementation Training
RECOMMENDED CPE CREDIT: 6 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAXIMUM ATTENDEES: Seminar: 20  Webinar: 30
MAJOR TOPICS:

- Applying risk assessment best practices
- Improving the linkage among our understanding of the client, inherent and control risk assessments and the audit response
- Understanding the role of internal controls in risk assessment
- Selecting a Limited, Basic or Extended audit approach
- Customizing audit programs within PPC’s SMART Practice Aids
- Generating audit programs
- Using SMART Design to avoid under- or over-auditing
- Demonstrating PPC’s SMART Practice Aids rollforward process
- Enhancing the documentation of understanding, risk assessment and the audit plan
- Using key practice aids related to audit sampling, testing internal controls and performing analytical procedures; including options to use these practice aids within the software
BEST PRACTICES FOR EVALUATING AND TESTING INTERNAL CONTROLS WITH PPC’S SMART PRACTICE AIDS

AWOS3S (Seminar) AWWS3S (Webinar)

This course is designed to help auditors improve their evaluation and testing of internal controls in a financial statement audit. Discussion centers around applying a top-down, risk-based approach to internal controls using PPC’s SMART Practice Aids; including evaluating controls, identifying key controls, distinguishing between internal controls and accounting processes, understanding IT controls, and determining when – and how – to test controls.

LEARNING OBJECTIVE: Effectively and efficiently use PPC's SMART Practice Aids to evaluate the design and test the operating effectiveness of internal controls

COURSE FEATURES:
- Applying a top-down, risk-based approach to obtaining an understanding of internal controls
- Testing the operating effectiveness of internal controls
- Using the SMART software to design, document and evaluate the internal controls work
- Demonstrating the key features, functionalities and tips that make SMART a powerful audit productivity tool

DESIGNED FOR: Public accountants completing audit engagements utilizing PPC’s SMART Practice Aids – Internal Control, including current users seeking to improve use of the software.

REQUIRED KNOWLEDGE AND EXPERIENCE: Understanding of planning and performing audits of financial statements. PPC’s SMART Practice Aids product training.

COURSE TYPE: Live Seminar; Live Webinar
COURSE LENGTH: 6 hrs.
OPTIONAL ADVANCED PREP: Improving the Audit: PPC’S SMART Practice Aids Implementation Training
RECOMMENDED CPE CREDIT: 6 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAXIMUM ATTENDEES: Seminar: 20 Webinar: 30

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MAJOR TOPICS:

- Understanding the role of internal controls in risk assessment
- Understanding processes versus controls
- Determining when it is effective and efficient to test operating effectiveness of key controls
- Understanding PPC guidance related to testing controls in small and large populations
- Designing and testing the operating effectiveness of internal controls
- Understanding the auditor’s responsibility surrounding IT controls
- Understanding the different types of general and application computer controls
- Evaluating IT general controls
- Learning how SMART can help auditors to identify significant classes of transactions, processes and key controls
- Using key practice aids within the SMART software
- Generating completed forms; including evaluations of internal controls and control testing audit programs
IMPROVING THE AUDIT: CHECKPOINT ENGAGE IMPLEMENTATION TRAINING

Designed to improve your use of the software or as an introduction to its benefits, this course provides an auditor’s guide to the must-have, time-saving tips and tools within Checkpoint Engage. In this course, an AuditWatch Checkpoint Engage instructor explains techniques to using Checkpoint Engage to its fullest potential – as an audit productivity tool. This session also includes industry-leading best practices in performing risk assessment procedures to deliver consistent, high quality and efficient audits. This course incorporates case studies throughout to allow participants to practice the application of the subjects discussed with the use of Checkpoint Engage. The session will conclude with a high-level review of additional Checkpoint Engage functionalities and their benefits.

LEARNING OBJECTIVE: Effectively using Checkpoint Engage to improve audit planning and audit productivity

COURSE FEATURES:

- Creating and using Checkpoint Engage within an engagement file
- Assessing risks and customizing audit programs - using a case-study approach to enhance learning and practicality
- Combining Checkpoint Engage functionality and auditing best practices to develop an effective and efficient audit approach
- Demonstrating the key features, functionalities and tips that make Checkpoint Engage a powerful audit productivity tool

DESIGNED FOR: Public accountants completing or managing audit engagements using Checkpoint Engage; including current users seeking to improve use of the software and new users seeking to maximize the benefits of implementation.


COURSE TYPE: Live Seminar; Live Webinar
COURSE LENGTH: 4 hrs.
OPTIONAL ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAXIMUM ATTENDEES: Seminar: 20  Webinar: 30
MAJOR TOPICS:

- Getting started with Checkpoint Engage
- Create client engagements
- Complete Planning Forms and enter Identified Risks
- Conduct Risk Assessment by Area and Assertions – select Audit Approach
- Customize audit programs within Checkpoint Engage
- Using Checkpoint Engage Linkage View to avoid under- or over-auditing
- Internal Control – Top-down, Risk-based Approach to Evaluating Internal Control
- Disclosure – Complete Checklist and Search Examples of Note Disclosures
- Rollforward – New and Changed ItemsFlagged
- Master Engagements – for Firm Standard Templates
- Checkpoint Engage Quick Start – Save Time Creating Small Non-complex Engagements
BEST PRACTICES FOR ENHANCING AUDIT RISK ASSESSMENT WITH CHECKPOINT ENGAGE

AWOS6S (Seminar)  AWWS6S (Webinar)

Designed to enhance your audit risk assessment, this course provides best practices for using Checkpoint Engage to document your understanding the client, to identify and assess risks, and to customize efficient audit programs. This course blends practical discussions for enhancing the overall risk assessment process and responses with training on using Checkpoint Engage; helping you to get the most out of this audit productivity tool.

LEARNING OBJECTIVE: Efficiently and effectively enhance audit risk assessment procedures and appropriate audit responses using Checkpoint Engage.

COURSE FEATURES:

- Identifying and assessing audit risks
- Understanding design and implementation of internal controls as part of the risk assessment process
- Customizing audit programs - using a case-study approach to enhance learning and practicality
- Combining Checkpoint Engage functionality and auditing best practices to develop an effective and efficient audit approach
- Demonstrating the key features, functionalities and tips that make Checkpoint Engage a powerful audit productivity tool

DESIGNED FOR: Public accountants completing or managing audit engagements utilizing Checkpoint Engage, including current users seeking to improve use of the software.


COURSE TYPE: Live Seminar; Live Webinar
COURSE LENGTH: 6 hrs.
OPTIONAL ADVANCED PREP: Improving the Audit: Checkpoint Engage Implementation Training
RECOMMENDED CPE CREDIT: 6 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Auditing
MAXIMUM ATTENDEES: Seminar: 20  Webinar: 30
MAJOR TOPICS:

- Applying risk assessment best practices
- Improving the linkage among our understanding of the client, inherent and control risk assessments and the audit response
- Understanding the role of internal controls in risk assessment
- Selecting a Limited, Basic or Extended audit approach
- Customizing audit programs within Checkpoint Engage
- Using Checkpoint Engage Linkage View to avoid under- or over- auditing
- Demonstrating Checkpoint Engage rollforward process
- Enhancing the documentation of understanding, risk assessment and the audit plan
- Using key practice aids related to audit sampling, testing internal controls and performing analytical procedures; including options to use these practice aids within the software
ERISA COMPLIANCE FOR HEALTH AND WELFARE PLANS: PLAN DOCUMENTS, FIDUCIARY RULES, AND MORE

ERISA imposes a whole system of rules for employer health plans, and a vocabulary to go along with it. The risk of fiduciary liability—and co-fiduciary liability—means plan sponsors, service providers, and their advisors need to be fluent in ERISA’s statutory and regulatory provisions, and keep up with evolving case law. This course delivers the guidance you need to comply with ERISA’s rules affecting plan documentation, reporting and disclosure, fiduciary responsibilities, third-party administration, and claims and appeals.

LEARNING OBJECTIVE:

To enable participants to recognize which of the plans they work with or advise are or may be ERISA plans, and to perform (or give effective advice on) plan administration functions without running afoul of ERISA’s rules governing fiduciary conduct, claims and appeals, plan assets, reporting, and disclosure.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Materials include examples, cites to relevant law and regulations, and illustrative graphics.
- Includes compliance tips and best practices in addition to clear explanations of the legal rules.
- Coordinates with the resources of the EBIA Compliance Library, with section references to the EBIA ERISA Compliance for Health & Welfare Plans manual and sample documents.

DESIGNED FOR:

All benefits professionals who work with ERISA health and welfare plans, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of health and welfare plans.

COURSE TYPE: Seminar
COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge

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MAJOR TOPICS:

- **What Benefits Are Subject to ERISA?** Are you offering ERISA benefits without knowing it? How to identify when benefits (including “voluntary” benefits) are subject to ERISA. Includes an overview of ERISA’s preemption of state law, and when it applies.

- **Plan Documents and SPDs.** Satisfying content and format rules; penalties for noncompliance.

- **Fiduciary Duties.** Who’s an ERISA fiduciary, implications of fiduciary status and issues for plan sponsors and service providers when outsourcing plan administration.

- **Handling Benefit Claims.** Claims, appeals, and external review rules, plus implications for benefits litigation.

- **How Plans Pay Benefits and Why It Matters.** ERISA’s “exclusive benefit” and trust rules, including the special rules for participant contributions.

- **Reporting and Recordkeeping.** Form 5500, summary annual reports (SARs) and best practices for record retention.
THE AFFORDABLE CARE ACT: COMPLIANCE STRATEGIES FOR EMPLOYER PLANS

The ACA continues to impose compliance obligations for employer-sponsored health plans—in the midst of sometimes conflicting policy positions announced by the Trump Administration. What changes may be wrought through regulatory activity? And how can plan sponsors, administrators, and advisors keep their plans on track?

LEARNING OBJECTIVE:

To enable participants to identify and comply with the ACA’s requirements applicable to employer group health plans, including plan design mandates, reporting requirements, and employer shared responsibility compliance.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Materials include examples, cites to relevant law and regulations, and illustrative timelines.
- Includes compliance tips and best practices in addition to clear explanations of the legal rules.
- Coordinates with the resources of the EBIA Compliance Library, with section references to the EBIA Health Care Reform manual and sample documents.

DESIGNED FOR:

All benefits professionals, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of group health plans.

COURSE TYPE: Seminar
COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge
MAJOR TOPICS:

- **Which Plans Must Comply?** Includes updated analyses of the rules for excepted benefits, grandfathered plans, governmental and church plans, and expatriate plans.

- **Plan Design Considerations.** Strategies for addressing the ACA’s plan design requirements (including the preventive care mandate, prohibitions on preexisting condition exclusions, out-of-pocket maximum limits, and annual/lifetime dollar-limit prohibitions) for various plan types.

- **Plan Administration, Fees, and Taxes.** Includes updates on employer shared responsibility penalties and Form 1094/1095 reporting, required notices and disclosures, claims and appeals rules, and Form W-2 reporting.

- **Looking Ahead.** What changes may be on the horizon?
CAFETERIA PLANS: DESIGNING, DOCUMENTING, AND ADMINISTERING EIPAS

Who can establish a cafeteria plan, what benefits can it include, and how must it be administered to comply with the Internal Revenue Code and regulations? Everything you need to know about establishing, contributing to, and administering cafeteria plans.

LEARNING OBJECTIVE:

To enable participants to respond to client or participant inquiries about cafeteria plan design and administration, including the types of benefits that may be offered through a cafeteria plan, the rules governing making and changing elections, and the nondiscrimination rules.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Materials include examples, cites to relevant law and regulations, and illustrative graphics.
- Addresses implications of Internal Revenue Code, ERISA, HIPAA, the Affordable Care Act, and more.
- Includes detailed coverage of health flexible spending arrangements (health FSAs) and dependent care assistance programs (DCAPs).
- Coordinates with the resources of the EBIA Compliance Library, with section references to the EBIA Cafeteria Plans manual and sample documents.

DESIGNED FOR:

All benefits professionals, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of cafeteria plans or employer-provided health benefits.

COURSE TYPE: Seminar
COURSE LENGTH: 8 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 8 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge
MAJOR TOPICS:

- **Types of Cafeteria Plans and How They Work.** Premium payment and salary reduction designs, including health FSAs, DCAPs, flex credit plans and simple cafeteria plans.
- **What Benefits Can Be Offered?** Includes issues raised by premium reimbursement accounts, COBRA, and the ACA.
- **Contributions and Cash-Outs.** Salary reductions, types of employer contributions, maximum contribution amounts, and other funding issues.
- **Election Timing and Mechanics.** Includes negative elections, automatic enrolment, and midyear election-change rules, with practical examples.
- **Non-discrimination Rules.** Overview of the rules and noncompliance consequences for cafeteria plans, health FSAs, and DCAPs, plus noncompliance consequences.
- **Health Flexible Spending Arrangements (Health FSAs).** Uniform coverage and use-or-lose rules, grace periods and carryovers, annual limit on salary reductions, expense reimbursements (including claims substantiation, adjudication and debit card programs), plus selected ACA, COBRA, ERISA and HIPAA issues.
- **Dependent Care Assistance Programs (DCAPs).** Permitted expenses and plan administration issues.
- **Administering and Amending a Plan.** Includes applicable reporting and disclosure requirements for cafeteria plans, health FSAs and DCAPs.
HRAs & HSAs: WHAT EMPLOYERS AND ADVISORS NEED TO KNOW

EIPCS

We’ll walk you through the potential advantages—and compliance challenges—of implementing and maintaining a health reimbursement arrangement (HRA) or a workplace health savings account (HSA) program.

LEARNING OBJECTIVE:

To enable participants to identify and understand the legal rules applicable to HRAs (including federal income tax and Affordable Care Act implications), and the operational features and challenges of offering a workplace HSA program.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Materials include examples, cites to relevant law and regulations, and illustrative graphics.
- Includes comparative discussion of the advantages and limitations of HRA and HSA designs.
- Coordinates with the resources of the EBIA Compliance Library, with section references to the EBIA Consumer-Driven Health Care manual and sample documents.

DESIGNED FOR:

All benefits professionals, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of group health plans.

COURSE TYPE: Seminar
COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge
MAJOR TOPICS:

- **Consumer-Driven Health Care Overview.** Introduces HRAs and HSAs.

- **Health Reimbursement Arrangements (HRAs).** Essential elements, funding restrictions and expense reimbursement rules, claim substantiation and adjudication, integration and other ACA issues, HIPAA and COBRA compliance, and interaction with health FSAs and HSAs. Plus an expanded discussion of qualified small employer HRAs (QSEHRAs).

- **Workplace Health Savings Accounts (HSAs).** Who can have an HSA, what qualifies as high-deductible health plan (HDHP) coverage, and what other coverage is compatible with HSA eligibility? Also includes contribution limits, rules for tax-free expense reimbursement, tax consequences of employer contributions, nondiscrimination and reporting rules, ERISA and COBRA implications, and interaction with HRAs, health FSAs, and cafeteria plans.

- **Putting it All Together, and Looking Ahead.** How to choose the account-based arrangement that best suits an employer’s needs. Plus, what HRA and HSA improvements may be on the horizon?
Wellness programs take many forms, from informal sessions on nutrition or fitness to more comprehensive programs involving biometric tests and disease-management counselling. Programs may offer a wide range of rewards or penalties, from T-shirts to gift cards to significant discounts on health plan premiums—and the legal requirements vary just as widely. We’ll help employers, administrators, and advisors navigate the overlapping laws and evolving regulations and court decisions that govern these programs.

LEARNING OBJECTIVE:

To enable participants to identify and comply with the overlapping compliance regimes potentially applicable to workplace wellness programs, including nondiscrimination rules under HIPAA (as amended by the ACA), the ADA, and GINA.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Materials include examples, cites to relevant law and regulations, and illustrative timelines.
- Includes compliance tips and best practices in addition to clear explanations of the legal rules.
- Coordinates with the resources of the EBIA Compliance Library, with section references to relevant EBIA manuals and sample documents.

DESIGNED FOR:

All benefits professionals, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of group health plans.

COURSE TYPE: Seminar
COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge
MAJOR TOPICS:

- **Overview of Wellness Program Designs.** Wellness programs take many forms; examples and impact of "group health plan" status.

- **HIPAA and ACA Health Status Nondiscrimination Rules.** Participatory versus health-contingent, including "reasonable alternative standard" requirement, incentive limits, and special rules for tobacco-related programs.

- **ADA Wellness Rules.** EEOC final rules under the Americans with Disabilities Act (ADA) for incentives under "voluntary" wellness programs, including related case law and legislative proposals.

- **GINA Implications.** Highlights restrictions under the Genetic Information Nondiscrimination Act (GINA) that may affect wellness programs designs that involve medical questionnaires often referred to as health risk assessments.

- **Administrative challenges.** Includes reporting, disclosure, and confidentiality requirements, plus interaction with health FSAs, HRAs, and HSAs.

- **Tax Implications.** Income tax treatment of wellness program rewards, plus IRS guidance on "double-dipping" schemes marketed as wellness programs.
With ransomware attacks and other data breaches on the rise, and technology challenges around every corner, health plans and their business associates and advisors need to understand the legal rules and the latest risks. Couple this course with your entity-specific policies and practices, and you’re on your way to satisfying HIPAA’s workforce training requirements.

LEARNING OBJECTIVE:

To enable participants to apply HIPAA’s privacy, security, and breach notification requirements to the group health plans they sponsor, administer, and advise.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Addresses HIPAA privacy and security compliance from perspectives of the health plan as covered entity, service provider as business associate, and the special rules governing employer access to protected health information (PHI).
- Materials include examples, cites to relevant law and regulations, and illustrative graphics.
- Includes compliance tips and best practices in addition to clear explanations of the legal rules.
- Coordinates with the resources of the EBIA Compliance Library, with section references to the EBIA HIPAA manual and sample documents.

DESIGNED FOR:

All benefits professionals, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of group health plans.

COURSE TYPE: Seminar
COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge
MAJOR TOPICS:

- **Which Entities and What Information Does HIPAA Regulate?** Includes identifying HIPAA “covered entities” and “business associates” in the employer health plan context, the role of the employer plan sponsor, and what information is—and is not—protected health information (PHI).

- **Privacy: Use & Disclosure Rules and Individual Rights.** Includes disclosures to plan sponsors, business associates, friends and family, and others. Also covers individuals’ access to their own PHI and other rights, drafting and distributing the notice of privacy practices, and creating and implementing privacy policies and procedures.

- **Security: Standards and Specifications.** Overview of the regulatory structure, administrative, physical, technical, and organizational standards. Includes practical tips—drawn from enforcement activity and case studies—for addressing the all-important risk analysis and risk management plan.

- **Breach Notification.** How to determine whether an incident amounts to a "breach", who must be notified and when, and the importance of preparedness in responding to potential breaches.

- **Business Associate Contracts.** Includes required and advisable elements, latest guidance on cloud computing and similar services, and business associate subcontracting.

- **HIPAA Enforcement.** Lessons learned from OCR enforcement activity—including audits, resolution agreements, and penalty assessments.
COBRA COMPLIANCE FOR GROUP HEALTH PLANS: CHALLENGES, CHECKLISTS, AND CHARMS

EIPFS

We’ll guide you through the legal rules and the mechanics of COBRA notices, elections, duration, and interaction with other laws.

LEARNING OBJECTIVE:

To enable participants to identify and comply with COBRA’s requirements, including determining when a qualifying event has occurred, drafting and delivery of the various required notices, and administration of the rules regarding COBRA election payment of COBRA premiums, and duration of COBRA coverage.

COURSE FEATURES:

- Taught by experienced employee benefits attorneys, with illustrative examples and opportunities for Q&A.
- Materials include examples, cites to relevant law and regulations, and illustrative timelines.
- Includes compliance tips and best practices in addition to clear explanations of the legal rules.
- Coordinates with the resources of the EBIA Compliance Library, with section references to the EBIA COBRA Compliance manual and sample documents.

DESIGNED FOR:

All benefits professionals, including human resource and benefits managers, plan sponsors, TPAs, insurance professionals, attorneys, accountants and government officials.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Knowledge of group health plans.

COURSE TYPE: Seminar
COURSE LENGTH: 4 hrs.
ADVANCED PREP: None
RECOMMENDED CPE CREDIT: 4 hrs.
COURSE LEVEL: Intermediate
FIELD OF STUDY: Specialized Knowledge
MAJOR TOPICS:

- **When COBRA Applies.** Employers and plans subject to COBRA, consequences of noncompliance, and when and to whom COBRA must be offered (qualifying events and qualified beneficiaries).

- **COBRA Notices and Disclosures.** Timing and content requirements for the initial notice and SPD disclosure, notice of qualifying event, election notice, and notice of unavailability.

- **COBRA Elections and Premiums.** How qualified beneficiaries may elect COBRA, and what coverage they may elect. Includes issues of multiple plans, open enrollment, and the effect of COBRA election on Marketplace coverage eligibility. Also explains calculation of the applicable premium, payment deadlines, and issues relating to late payment.

- **Duration of Coverage.** Detailed examples illustrate the basic COBRA coverage periods, extensions, and early termination of COBRA, with discussion of required COBRA termination notices.

- **Special Issues for Health FSAs and HRAs.** Explains which health FSAs qualify for a limited COBRA obligation (including treatment of carryovers), plus how to determine coverage and premium amounts.

- **Survey of Recent Case Law.** Lessons learned from an array of recent court decisions applying the COBRA rules.
IN-HOUSE INSTRUCTORS

Pete Bieghler, CPA, specializes in providing audit effectiveness and efficiency training, as well as additional training services for accounting firms and government agencies throughout North America.

Before joining AuditWatch, Pete was a Senior Audit Manager at Katz, Sapper & Miller (KSM) in Indianapolis. At KSM, he was a member of the firm’s Audit Efficiency Task Force. Prior to KSM, Pete was an Audit Manager at Crowe Chizek in Elkhart, IN and Indianapolis, IN.

Pete is a member of the American Institute of Certified Public Accountants. He earned his undergraduate degree from Ball State University.

Aline G. Haffner, JD, is an attorney and Senior Consultant, EBIA Learning, at Thomson Reuters.

Prior to joining Thomson Reuters, Ali practiced law for 15 years in the employee benefits field, with a leading Connecticut law firm and as in-house employee benefits counsel to a Fortune 50, multinational corporation.

She received her J.D. degree from Cornell Law School, where she was an articles editor of the Cornell Journal of Law and Public Policy. Ali is a former editor and contributing author of EBIA’s Self-Insured Health Plans and HIPAA Portability, Privacy & Security manual.

Wendy Hassiepen, CPA, owns a Certified Public Accounting Firm in Newark Delaware that provides tax consulting and compliance services for individuals and small businesses in the Mid-Atlantic region. Wendy’s focus is on high wealth individual return preparation as well as practice management.

Wendy was previously with KPMG in Philadelphia, PA as well as a local firm in Delaware. She also has many years of banking management to her credit.

Wendy graduated from the University of Delaware with a Bachelor’s degree in Accounting. Wendy is a member of the Delaware Society of Certified Public Accountants.
Wayne Kerr, CPA, Principal Consultant with the Learning Group of Thomson Reuters Tax and Accounting, works with firms to improve audit quality and efficiency; helping firms to revise and refine the way they approach audit planning, performance and management. His extensive experience in audit process consulting includes implementing change throughout a firm’s entire audit practice, as well as working with individual engagement teams to reengineer audit approaches for specific engagements. Wayne also specializes in audit methodology customization and works with firms to develop firm-specific approaches, policies and practice aids in areas such as establishing materiality, sampling, and internal controls testing.

Wayne is a popular speaker and presenter and provides training to firms on technical accounting and auditing topics; including an annual GAAP update and content tailored to address firm-specific needs.

Before joining Thomson Reuters, Wayne worked for AuditWatch; providing audit training and consulting to firms throughout the country. His career as a CPA began with Grant Thornton where he served a diverse array of clients and had quality assurance responsibilities for his business unit.

Wayne is a member of the American Institute of Certified Public Accountants and holds BS and MA degrees in Accountancy from Brigham Young University.

Sonya Laney, CPA, is an experienced instructor of tax staff training. Sonya owns and operates her own accounting and tax practice, where she prepares corporate, personal and estate and gift returns. Additionally, she assists her clients in performing corporate accounting, payroll services, and general business support to corporate clientele.

Her clients include corporations in the construction, education, service, restaurants, bars, engineering and professionals, medical, and consulting fields. She also represents clients in IRS and Sales and Use tax audits and provides divorce litigation and civil litigation support.

Sonya graduated from Stetson University with both Bachelor’s and Master’s degrees, is an AACSB graduate and a Certified Pension Plan Trustee (CPPT). She has served as a professor at Stetson University in DeLand, FL. Sonya has served as Vice Chairperson for the City of Port Orange Civil Employees Pension Board, has served as the Chairperson for the City of Port Orange Planning Commission, held a seat on the Districting Commission, is a member of the FICPA, AICPA, Port Orange South Daytona Rotary, and a Port Orange YMCA Board member and has been a guest speaker on local radio shows and local speaking events concerning tax matters, tax changes, and related topics.
Susan C. Longo, CPA, provides financial reporting services to industry and CPA practices throughout the United States and Canada. After graduating from the University of Michigan, she joined a national accounting firm, where she received extensive auditing experience with governmental agencies, Fortune 500 companies, and in business consulting. She also has been associated with practices in Pennsylvania, New Jersey, Michigan, and Texas. She served as director of development for the AICPA and as accounting department/MBA chair for two universities. She has expertise in compliance auditing for nonprofit organizations, governmental entities, employee benefit plans, HUD, financial institutions, broker dealers, CIRAs, and contractors.

She has authored, edited, and instructed courses in accounting, auditing, nonprofits, and governmental entities for PPC and other leading providers in the continuing professional education field. She has been recognized as an “Outstanding Instructor” by the AICPA and by numerous state CPA societies.

Troy Manning, CPA, has over twenty years of diverse experience in the government and the not-for-profit sectors. As a former partner at a regional public accounting firm, she provided audit, accounting and consulting services to cities, counties, school districts, special purpose governments and various types of not-for-profit organizations. She also has extensive experience in compliance requirements related to the federal single audit.

Recognized as a government and not-for-profit expert, Troy has been a featured speaker at many seminars and has authored articles related to the public sector that have been published in the Florida CPA Today magazine and the AICPA Journal of Accountancy.

Troy received her Bachelor of Business Administration from Florida International University and her Master of Accounting from Nova University. She is a member of the American Institute of Certified Public Accountants (AICPA). Troy is also a member of the Florida Institute of Certified Public Accountants (FICPA), where she served for nine years on the Accounting Principles and Auditing Standards Committee and has served on the Editorial Committee of the Florida CPA Today magazine for over ten years.
**Chris Martin, CPA**, has been with AuditWatch since 2003.

Prior to working with AuditWatch, Chris’s public accounting career included such positions as Senior Manager at Andersen, where he specialized in manufacturing, distribution, and logistics, and as CFO for an SEC-registered communications company. At Andersen, Chris was also a regular faculty member at its Worldwide Centre for Professional Education. Immediately prior to joining AuditWatch, he worked as a financial, management and accounting entrepreneur in the southeast US and Hamilton, Bermuda.

Chris received his finance and accounting education at The Florida State University in Tallahassee, Florida.

**Sunish Mehta, CPA**, is a Management Consultant with over 20 years of experience in Advisory and Assurance services. Sunish has his own consulting practice based in Southern California. Previously he has worked at Ernst & Young, PricewaterhouseCoopers & IBM Global Business Services.

Sunish has also instructed courses in Financial Auditing and Accounting on an adjunct basis for the UCLA Certification of Accounting Program. He graduated with a B.S. in Business Administration from the California State University, Northridge. He is a CPA and CGMA from California.

**Nate Mohr, CPA**, has been on the AuditWatch team since 2004. He also manages his own CPA firm in Ada Michigan.

He has several years of career experience. In Public Accounting he has worked for local, regional and national accounting firms including Deloitte. On the Corporate side, he worked at BP Amoco in Chicago and Steelcase, Inc., in Grand Rapids.

Nate earned his MBA from Northwestern University and his undergraduate degree from Central Michigan University. He serves on the board of a national organization. He and his family live in the Grand Rapids Michigan area.
Shawn O’Brien, CPA, specializes in delivering audit efficiency and quality and core-level training for accounting firms.

Shawn was previously an Audit Senior Manager at Deloitte in Pittsburgh where he specialized in health care, construction contractors and middle market manufacturers. He also taught numerous local and national seminars for Deloitte. Prior to Deloitte, he began his career at Ernst & Young.

Shawn graduated from Duquesne University with a Bachelor’s degree in Business Administration majoring in accounting. He is a member of the American Institute of Certified Public Accountants. He currently resides in Pittsburgh, Pennsylvania.

Timothy O’Brien, CPA, brings over 40 years of tax experience to his appearances. He spent the first 10 years of his professional career with Arthur Andersen and the last 30+ working on his own as a tax consultant. With all his experience, he especially enjoys the interaction with his students as well as discussing the history of the public accounting profession. Many of his students stay in touch with Tim after the class ends, seeking his advice on their career development. He uses “real life” examples obtained through actual CPA practice to reinforce the course learning objectives.

His areas of expertise include personal, corporate, and pass-thru entity tax planning and compliance as well as business succession and strategic planning, buying and selling businesses mergers and acquisitions, and special tax and financial needs of senior citizens. In addition to being a CPA, he is also a Certified Merger and Acquisition Advisor and will complete his Certified Financial Planner designation by the end of this year.

He has had numerous appearances on television, radio and in the print arena. His work has appeared in Fortune Magazine and the Wall Street Journal. He has also been a featured speaker before numerous professional and civic groups.
Jennifer Pickles has been instructor on the AuditWatch team since 2007. She specializes in SMART as well as providing audit efficiency and core-level training for accounting firms. In addition to training, Jennifer also participates in the delivery of Thomson Reuters CPE webinars and Learn Live seminars.

Before joining AuditWatch, Jennifer was previously an Audit Senior Associate at KMPG LLP serving both public and private sector clients where she specialized in manufacturing, consumer business and financial industries. She also taught various training seminars while at KPMG.

Jennifer graduated from the California State University, Northridge, with a Bachelor of Science in Accounting and Finance.

Robert “Chris” Province, CPA, has over 20 years of experience in delivering, instructing and designing training courses. In addition to his speaking, Chris is currently a self-employed CPA specializing in taxation of high net worth individuals and closely held businesses with clients located in many states throughout the United States. Chris has also served as a tax partner and senior tax member for several local, regional, and national CPA firms.

Chris earned his Bachelor of Science degree in Accounting and Finance from California State University, Northridge. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants. Chris has also served as a member of the national AICPA S-Corporation Technical Resource Panel and the Qualifications Committee for the California Board of Accountancy. Chris is a licensed Certified Public Accountant in California, Texas, and North Carolina.
**Ericka Racca, CPA, CIA**, is Director of Seminar and Webinar Operations where she manages the day-to-day business operations for the Checkpoint Learning Webinar and AuditWatch public seminar products and services. In addition, she is an instructor on the AuditWatch team providing audit efficiency, quality, and core-level training for accounting firms and is a member of our Audit Technology team.

Before joining AuditWatch, Ericka’s public accounting career included working as a Senior Auditor at Deloitte, where she specialized in manufacturing, high-tech, and financial services companies. Immediately prior to joining AuditWatch, Ericka worked as a Senior Auditor and Acting Audit Manager at The California State University and an Integrated Audit Project Manager at Staples, Inc.

Ericka graduated from Assumption College in Massachusetts with a Bachelor of Arts, majoring in Accounting. She is a member of the American Institute of Certified Public Accountants and the Institute of Internal Auditors.

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**Jacquie Songer, CPA, MA**, has been an instructor and course developer for AuditWatch University public, in-house and online training for over 10 years.

Jacquie was previously an Audit Manager at Ernst & Young LLP where she specialized in private and SEC registered healthcare, insurance, manufacturing, and nonprofit clients. Jacquie has more than five years of experience as an executive in corporate finance, accounting, internal controls and operations. Jacquie also has a strong passion for personal development, leadership and coaching.

Jacquie received a Bachelor of Science—Accounting degree from the College of Business and Management at the University of Maryland and a Masters in Science from Mercer University. Outside of the classroom, Jacquie is also a certified yoga instructor and enjoys travel and the outdoors with her family.
Laurie A. Stillwell, CPA, runs her own firm specializing in working with small businesses, professional practices, and their owners.

In addition to her practice, Ms. Stillwell teaches webinars and live continuing professional education seminars nationally on ethics, and business and individual income tax issues for Thomson Reuters Tax & Accounting.

She is the author and editor of several continuing professional education texts, as well as published articles on budgeting, financial literacy, cash-flow management, and the tax and accounting issues faced by professionals and small business owners.

Prior to forming her own firm in 2001, Ms. Stillwell spent more than a decade with local and regional accounting firms and specialized in providing tax and accounting services to closely-held businesses. She began her public accounting career with the international firm of Price Waterhouse, in Boston, Massachusetts. Ms. Stillwell graduated summa cum laude from SUNY Albany’s School of Business with a B.S. in Accounting.

Timothy Sundstrom, CPA, CFP, is a partner in Wealthcare Financial Group, LLC, in Newtown Square, Pennsylvania.

Tim helps entrepreneurs and business executives with their tax and financial decisions. His firm services a diverse clientele with a specialty in the construction and entertainment industries. Prior to starting his own business, Tim was a manager with a national accounting firm.
**Jex Varner** is a consultant at AuditWatch, part of the Tax & Accounting business of Thomson Reuters. He specializes in delivering relevant and engaging auditing standards, audit effectiveness, efficiency and core level training to accounting firms.

Before AuditWatch, Jex spent 16 years at Ernst & Young in various capacities including Audit Senior Manager, Area Director of Recruiting, and West Coast Learning Consultant to the firm. He has audited both large and small public and private companies in the manufacturing, wholesale distribution, high tech, engineering and construction, and oil and gas industries.

During his 30 year career, Jex has taught thousands of accounting professionals. Jex also has considerable experience in learning vision, strategy, and curriculum development having served in a national learning role with Ernst & Young, as Chief Learning Officer for RSM McGladrey, and as National Director of Technical Development for Grant Thornton.

Jex graduated from Brigham Young University with a Bachelor degree in Accounting. He is a licensed CPA in Ohio, a member of the Ohio CPA Society and a member of the AICPA.

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**Julie Wiese, CPA**, is an AuditWatch SMART Consultant and has been part of the team since 2001. She specializes in SMART and Checkpoint Engage as well as providing audit efficiency and core-level training for local and regional CPA firms.

Julie previously served as an Audit Manager at Deloitte serving both private and public sector clients. In this capacity, she performed financial statement audits in the financial services, employee benefits and manufacturing industries. Julie has worked with KPMG and with Firstar Corporation as a Controller for one of their regional banks. She also provided personal and small business income tax services to local clients.

Julie is a member of the American Institute of Certified Public Accountants and the Illinois CPA Society. She received her B.S. in Accounting from The University of Illinois.
GENERAL INFORMATION

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To order In-House Seminars, please call or email Barbara Marino at 800-387-1120.
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Please see Price List on Page 100.

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After placing your order, you will receive an order confirmation and engagement letter within 10 business days. After confirming your anticipated attendance two weeks prior to the seminar, course manuals will be shipped to you approximately one week prior to the seminar.

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CANCELLATION POLICY
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**2018 In-House Price List**

**Instructor-Led Courses**

**One-Day Seminars**
Instructor fee (up to 10 participants) $2,999
Additional Participants (over 10 participants) $ 105 each

**Two-Day Seminars**
Instructor fee (up to 10 participants) $5,998
Additional Participants (over 10 participants) $ 210 each

**Three-Day Seminars**
Instructor fee (up to 10 participants) $8,997
Additional Participants (over 10 participants) $ 315 each

**Four-Day Seminars**
Instructor fee (up to 10 participants) $11,996
Additional Participants (over 10 participants) $ 420 each

**Technology Courses**

**Mastering the Basics of Data Extraction**
Instructor fee (up to 10 participants) $5,400
Additional Participants (over 10 participants) $ 279 each

**Spotting Opportunities to Use Data Extraction**
Instructor fee (up to 10 participants) $2,599
Additional Participants (over 10 participants) $ 129 each

**Accounting Courses**

**Preparing for ASC 606-Revenue from Contracts with Customers**
Instructor fee (up to 10 participants) $3,999
Additional Participants (over 10 participants) $ 105 each
*Materials Only Option not available for this course.*

**The AuditWatch Accounting and Auditing Update**
Instructor fee (up to 10 participants) $3,999
Additional Participants (over 10 participants) $ 105 each
*Materials Only Option not available for this course.*

**Web Based New Hire Training**

**Two-Day Webinars**
Instructor fee (up to 10 participants) $6,995
Additional Participants (over 10 participants) $ 295 each
SMART / Checkpoint Engage Training

**Instructor-Led Training Seminars**
Instructor fee (up to 20 participants) $3,000
Maximum 20 attendees

**Six-Hour Training Webinars**
Instructor fee (up to 30 participants) $2,500
Maximum 30 attendees

**Four-Hour Training Webinar**
Instructor fee (up to 30 participants) $2,200
Maximum 30 attendees

**Materials Only Option (when available)**

**One-Day Seminars**
Instructor Guide $350
Participant Manual (Minimum Purchase of 5) $ 105 each

**Two-Day Seminars**
Instructor Guide $475
Participant Manual (Minimum Purchase of 5) $ 210 each

**Three-Day Seminars**
Instructor Guide $595
Participant Manual (Minimum Purchase of 5) $ 315 each

**Four-Day Seminars**
Instructor Guide $695
Participant Manual (Minimum Purchase of 5) $ 420 each

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Please call 800-387-1120 for details.

**AuditWatch Consulting Services**
Please call 800-775-9866 for details.

**NOTES**

*If you choose to provide your own instructor and elect the materials only option, there is a minimum purchase of one instructor guide and five participant course manuals. Instructor and participant course manuals are not sold separately.

**Instructor travel expenses are not included in program price and are billed separately.