

Submitting CPE Records for New Hampshire CPAs

You will need:

- ✓ Login information for the CE Broker site
- ✓ LCvista “certified PDF”
- ✓ LCvista certificates of completion, “certificates (PDF)”
 - Note: We encourage you to verify that all programs have a corresponding certificate of completion housed in LCvista

Part 1
Download LCvista files

Part 2
Report CPE on CE Broker Site

Part 1: Download LCvista Files

Click on “My Compliance” and select “View Details” for the appropriate jurisdiction and reporting period.

A

My Dashboard

My Learning

My Compliance

My Approval Requests

VIEW DETAILS

Click the 3-dot action button.

Select “Download certified PDF.”

B

Print

Export to CSV

Export to Excel

Download certified PDF

Download certificates (PDF)

Download certificates (ZIP)

After verifying that all programs have a corresponding certificate of completion housed in LCvista:

- Click the 3-dot action button
- Select “Download certificates (PDF).”

C

REPORTING PERIOD

7/1/2023 – 6/30/2025

Credits Required

Carryover Applied

Credits Co

Print

Export to CSV

Export to Excel

Download certified PDF

Download certificates (PDF)

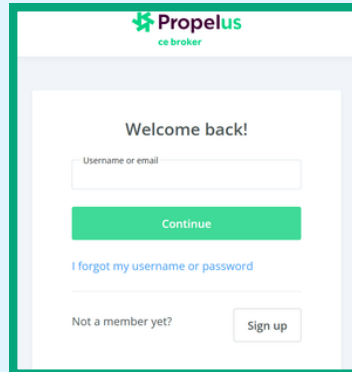
Download certificates (ZIP)

Submitting CPE Records for New Hampshire CPAs

Part 2: Report CPE on New Hampshire Board Site

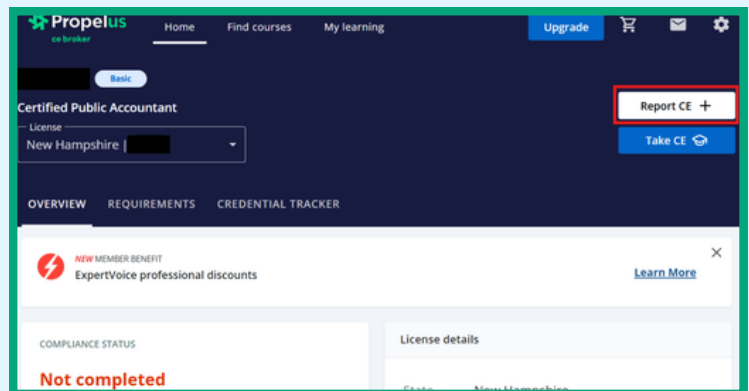
A

Log-in to the CE Broker site.



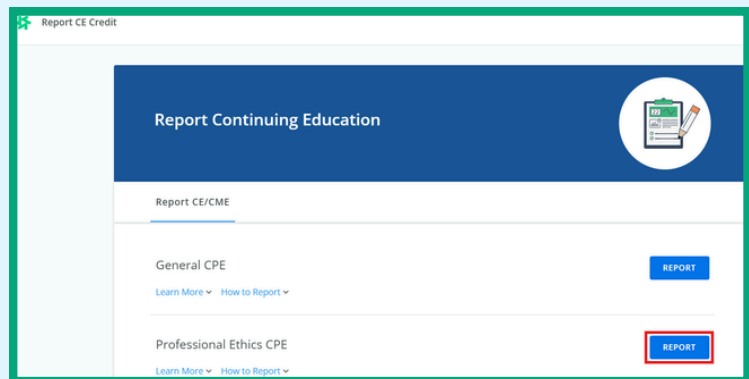
B

Click “Report CE +”.



C

Next to “Professional Ethics CPE”, click “Report”.



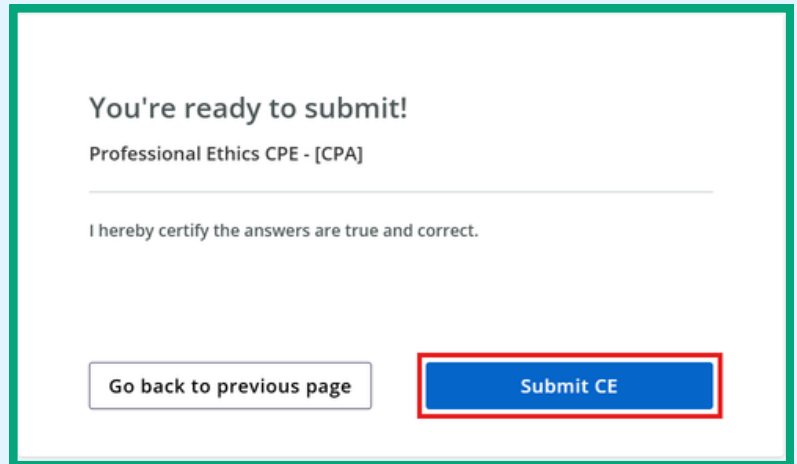
D

Use LCvista’s certified PDF to submit one entry summarizing all Ethics CPE completed. Some helpful tips:

- **Date Completed:** enter date of most recent Ethics program completed
- **Course Type:** Anytime (Is not date, time or location specific)
 - Under “[Select One]”, choose “Computer-Based Training (ie: online courses)”
- **Professional Ethics:** this will be the total of all “PEA” on the certified PDF
- **Course Name:** Total Ethics
- **Educational Provider:** Various
- **Attachments:** Upload document containing all certificates of completion

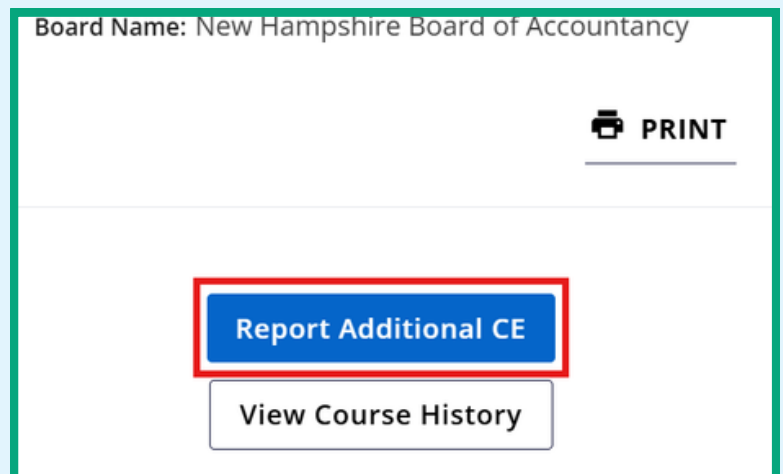
E

Click "Submit CE".



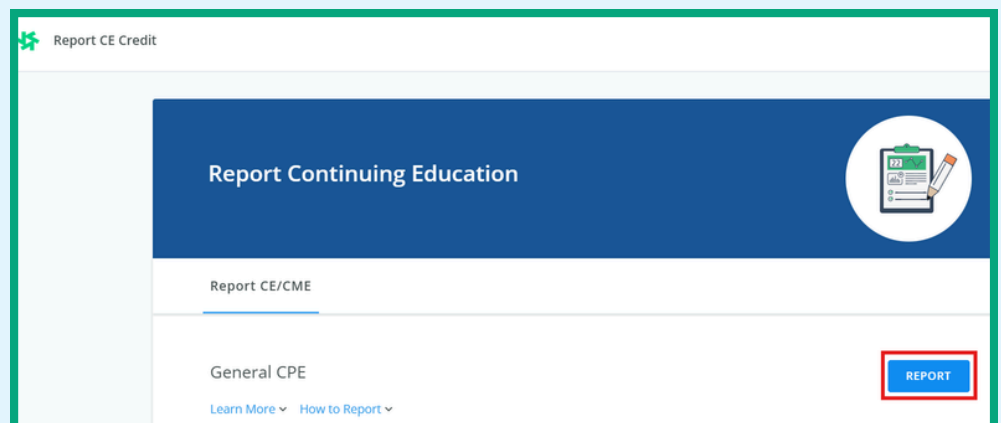
F

After saving any records desired, click "Report Additional CE".



G

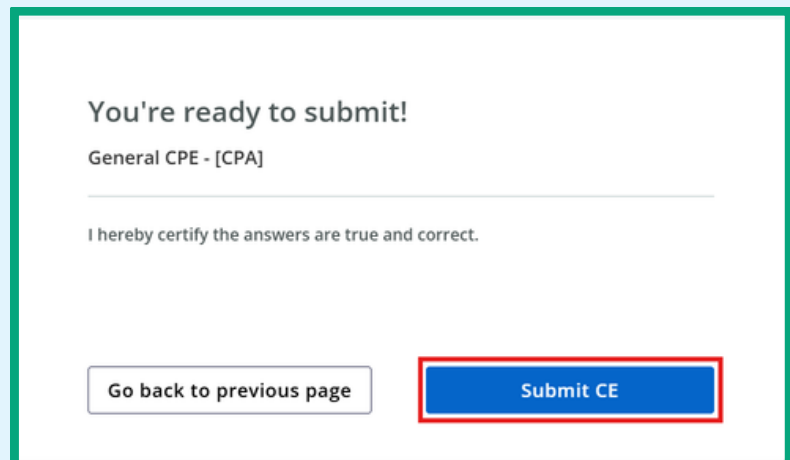
Next to "General CPE", click "Report".



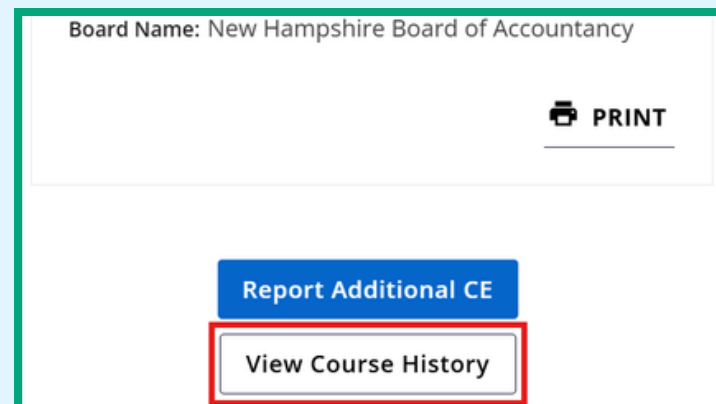
H Use LCvista’s certified PDF to submit one entry summarizing all other CPE completed. Some helpful tips:

- **Date Completed:** enter date of most recent non-ethics program completed
- **Course Type:** Anytime (Is not date, time or location specific)
 - Under “[Select One]”, choose “Computer-Based Training (ie: online courses)”
- **General:** this will be the total of all “GA” on the certified PDF
- **CE course name:** Total General
- **Educational Provider:** Various
- For “**What subject(s) did this course deal with?**”, check boxes where most training is completed
- **Attachments:** Upload document containing all certificates of completion

I Click “Submit CE”.



J After saving any records desired, click “View Course History”.



K Now that all CPE has been submitted, you may “View CE Requirements” as desired.

