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## Alliance 2019 Conference Attendance and Records Retention Policy

In order for ALLIANCE attendees to receive Continuing Professional Education (CPE) credits for attending ALLIANCE sessions, the HEUG CPE Team must receive the completed and signed form by the end of the conference at the registration desk. The number of credits will vary depending on the sessions you attend. CPE is only available for full sessions. To obtain your CPE credits, be sure to:

1. Please print this **form** and bring it with you to the conference. Keep the CPE form with you and record the sessions you attend. **We will NOT have copies onsite.**
2. Sign-in **AND** sign-out the attendance log that is provided at each CPE eligible session. Failure to sign-out will result in ZERO CPE hours for that session.
3. Double check the form and make sure to sign and date the form. The form will list all possible CPE sessions for Alliance 2019. Please indicate which sessions you attended by marking the number of hours you attended in the Attended box. All forms must be received by close of conference.
4. Return the completed form to the Show Office Room in **Dolphin Australia 3 by 11:45 AM, Wednesday, March 6, 2019.**
5. All attendees must also complete the individual survey evaluation for EACH qualified CPE session. By using the Alliance 2019 mobile app, go to 'Agenda', find the CPE session and click on it, scroll down to 'Session feedback' and complete it. **This must be completed by March 22, 2019.**
6. Within 15 days of the online evaluation closing, random audits will be performed by the CPE Coordinator and the committee to ensure integrity of CPE hours granted. CPE log forms will be compared to the CPE hours granted.
7. After the online survey closes, the HEUG CPE team will accumulate the total number of credits and a certificate will be emailed to you in April 2019.
8. The CPE Coordinator will then retain attendance logs for 5 years.
9. The HEUG/PSUG website database will retain evaluations and CPE information for at least 5 years.
10. Sessions that are classified as regular sessions should have 50 minutes of content. Sessions that are classified as deep dive sessions should have 100 minutes of content. Sessions that are classified as workshop sessions should have 150 minutes of content. Sessions that are classified as training sessions should have 250 minutes of content. Attendees in the sessions that do not meet the time requirement will receive partial credit for the time in the session.

### CPE State Requirements:

Each State Board of Accountancy (SBA) maintains different standards for CPE credits. CPE sponsorship by a given SBA does not imply endorsements of the merits or quality of The ALLIANCE Conference programs. It is the responsibility of attendees to become familiar with the standards and procedures of their state's SBA.

**CPE Fields of Study:** Communications and Marketing, Computer Software & Applications, Information Technology, and Management Services

Higher Education User Group is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).

**\*\* Return completed form to the Alliance 2019 Show Office Room in Dolphin Australia 3 by 11:45 AM, Wednesday, March 6, 2019\*\***

## ALLIANCE 2019 Conference CPE Form

I certify that I attended these sessions marked "X" and am entitled to \_\_\_\_\_ CPE Credits.

(Maximum CPE units per person – 21)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

Institution/Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Track	Session	Session Title	Field of Study	Hours	Attended
Cloud	5712	The Hunchback of Reporting: Don't let anything discourage you from being enchanted!	Computer Software & Applications	2	
Cloud	5731	Grants Management in Oracle Cloud: The Beauty and the Beast of It!	Computer Software & Applications	2	
Cloud	5853	A Tale of Three schools P2P on Oracles ERP Cloud	Computer Software & Applications	1	
Cloud	6219	Structuring Invoice Workflow to Your Business Process, or HI HO, HI HO, It's Off to Workflow We Go!	Computer Software & Applications	1	
Cloud	6282	How did we make it work? Cross validation rules, Descriptive Flex Fields and Volume processing	Computer Software & Applications	1	
EBS	5649	Upgrading to Oracle EBS 12.2.6 or 12.2.7	Management Services	1	
EBS	5705	Oracle E-Business Suite Modern User Interface with Rich Personalization's	Computer Software & Applications	1	
EBS	5747	Streamlining the entry of funded grant proposals into EBS	Computer Software & Applications	1	
EBS	5749	Using WebADI to Pull data from Oracle EBS - Application of invoice receipts	Information Technology	1	
EBS	5793	Oracle E-Business Suite Procurement: 5 Initiatives that Improve Operations	Computer Software & Applications	1	
EBS	5855	Uncommon knowledge of SQL*Loader	Information Technology	1	
EBS	6047	Handling Data in eBusiness Suite Using APIs	Computer Software & Applications	1	
FIN: Budget and Planning	5784	Oracle Planning & Budgeting Cloud for Higher Education	Computer Software & Applications	1	
FIN: Budget and Planning	5880	Closing the Cloud: a view of month-end and fiscal year close in Oracle Cloud	Computer Software & Applications	1	
FIN: Budget and Planning	5908	Bridging the Gap: Moving from on premises budgeting to the cloud	Management Services	1	
FIN: Budget and Planning	5972	How Rutgers Transformed Finance with Oracle EPM Cloud (ARCS, FCCS, PCMCS, EPBCS, EPRCS)	Computer Software & Applications	1	

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FIN: General Ledger	5565	PeopleSoft and Concur: The Magic Behind the Scenes	Computer Software & Applications	1	
FIN: General Ledger	5981	Chart of Accounts Redesign and Transformation for UTSW Medical Center	Computer Software & Applications	1	
FIN: General Ledger	6131	Asset Management - The acquisition table - critical data for managing property	Computer Software & Applications	1	
FIN: Grants, Contracts and Billing	5833	Grant Reporting: Leverage BI Publisher and Connected Query to Increase Research Expenditures	Computer Software & Applications	2	
FIN: Grants, Contracts and Billing	5913	AWARD MILESTONE NOTIFICATION - USING DELIVERED PS CONFIGURATION TO MANAGE DELIVERABLES EFFICIENTLY	Computer Software & Applications	1	
FIN: Grants, Contracts and Billing	5945	Configuration Instead of Customization - Page and Field Configurator Tips and Tricks	Computer Software & Applications	1	
FIN: Grants, Contracts and Billing	6119	Tag Team: Returning Funds to a Sponsor with Accounts Receivable to Accounts Payable Refund and Forms	Computer Software & Applications	1	
FIN: Grants, Contracts and Billing	6134	Understanding the PeopleSoft 9.2 Delivered Billing Work Center	Computer Software & Applications	1	
FIN: Grants, Contracts and Billing	6198	Using Separate Fixed Billing and Revenue to meet new Revenue Recognition Guidance	Computer Software & Applications	1	
FIN: Procurement to Pay	5591	Improve End to End Supplier Relationships with PeopleSoft Fluid Supplier Solutions	Computer Software & Applications	1	
FIN: Procurement to Pay	5734	The Fluid Experience: Deciphering Fact from Fiction	Computer Software & Applications	1	
FIN: Procurement to Pay	6081	With-Hold Up! Don't throw your hands in the air!	Computer Software & Applications	1	
HCM	5523	Workflow Made Easy With AWE	Computer Software & Applications	1	
HCM	5541	Seamlessly Integrating Absence Management on the Punch Timesheet	Computer Software & Applications	1	
HCM	5559	Working with Commitment Accounting Funding Retro's	Computer Software & Applications	1	

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HCM	5766	Using the New PeopleSoft Fluid WorkCenter for Payroll	Computer Software & Applications	1	
HCM	5767	Learning to Love Commitment Accounting Processing in PeopleSoft	Information Technology	1	
HCM	5774	Data Privacy and Managing Sensitive Information in PeopleSoft	Computer Software & Applications	1	
HCM	6082	Transforming the Payroll Process using the PeopleSoft Workcenter and Delivered Retro Pay Process	Computer Software & Applications	1	
HCM	6153	BI Publisher or Bu(r)st!	Computer Software & Applications	1	
Innovations/New Technology	5508	Elastic Search for PeopleSoft : The Only Search Engine supported going forward	Information Technology	1	
Innovations/New Technology	5552	Reduce your customizations with Page & Field Configurator - Hennepin County	Computer Software & Applications	1	
Innovations/New Technology	5790	New User Interface (NUI) – End to End Design   Tips and Tricks	Computer Software & Applications	1	
Innovations/New Technology	5818	Digital Assistant and ChatBot for Higher Education	Information Technology	1	
Innovations/New Technology	5949	Dashboards – From Pagelets to Tiles	Computer Software & Applications	1	
Project and Change Management	5562	Building Project Plans - Embracing the Project Manager Within	Management Services	2	
Project and Change Management	5697	Agile Project Management - A Win for UNC Chapel Hill	Management Services	2	
Project and Change Management	5828	Keys to Success - A Strong Governance Process and Structure	Management Services	1	
Project and Change Management	5864	The Hidden Magic – Accessibility in the Trainer’s Toolbox	Communications and Marketing	1	
Project and Change Management	5952	A Panel on 9.2 Upgrades	Management Services	1	
Project and Change Management	5979	Engage Early and Often: Managing Change Management Across the Campus Community	Management Services	1	

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Project and Change Management	5995	Change Management for System Upgrades	Management Services	1	
Project and Change Management	6176	Communication Breakdown: How to change your Communication Strategy	Communications and Marketing	1	
Public Sector	5588	Frankenstein's Document: Using the Configurator to Build Better Documents	Computer Software & Applications	1	
Public Sector	5607	Have it Your Way! – Turn Customization to Configuration for PeopleSoft Financials	Computer Software & Applications	1	
Public Sector	5875	Deep Dive on Query Manager: From Basics to Brilliance	Computer Software & Applications	2	
Student Financials	5661	Understanding Transaction Tables in Student Financials	Computer Software & Applications	1	
Student Financials	5745	Archive and Restore Data in Peoplesoft	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	5515	PeopleSoft Row-level security design for Tableau	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	5674	PS Query - Create More Dynamic Queries Using Drilling URLs	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	5681	Excel Based Reporting - Who Knew it could be this easy	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	5691	Aggregate reporting in multiple dimensions using PS Query	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	5876	Query Manager 101	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	6076	Understanding Subqueries for People Who Don't Code	Computer Software & Applications	1	
TECH: Reporting and Business Intelligence	6085	Express Yourself! Using Conditional Expressions in SQL or PSQuery	Computer Software & Applications	1	
TECH: Technical	6317	Enhance Student success with AI-Powered Chatbot	Information Technology	1	
Workshops	5539	<b>**FEE REQUIRED**</b> Effective Change Management Strategies – Top 6 Questions to Ask & Answer	Communications and Marketing	3	

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Workshops	5676	**FEE REQ**PS Query - Building More Dynamic Queries Using Expressions, Drilling URLs, and Subqueries	Computer Software & Applications	3	
Workshops	5941	**FEE REQUIRED**File Parser: The How, The Why, And what problems it will solve for you.	Information Technology	3	
Workshops	6147	**FEE REQUIRED**Agile/Scrum Training	Management Services	5	

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