



The Premier National  
Graduate School of Banking®

## General information on PCBS Courses for CPE Credit

If you are a student at PCBS and a licensed CPA, you may be eligible to receive Continuing Professional Education (CPE) credit for many of your courses through the National Association of State Boards of Accountancy (NASBA).

**Learning Objectives:** Each PCBS course has a Learning Guide with the program description, specific learning objectives and course content. The Learning Guide is available on the PCBS website inside the student portal. The Learning Guide lists the number of CPE credit hours eligible for that course.

**Delivery Method:** All PCBS courses are delivered via Live Group Instruction.

**CPE credit:** CPE credit hours depend on the length of each course; check the Learning Guide for more detailed information.

**Prerequisites:** Prior to attending PCBS, either the student will complete post-secondary coursework directly related to the prerequisite category or the student has sufficient career experience to understand the concepts and provides a detailed, written description and explanation of such exposure and experience. Once enrolled in PCBS, course prerequisites are not required.

**Field of Study:** This information is listed in the individual Course Learning Guide.

**Program Level:** All PCBS courses are program knowledge level *Basic*.

**Advanced Preparation:** Many core courses require a pre-session assignment prior to the first day of class. Most elective courses do not require any advanced preparation.

**Program Description:** Each course has a program description listed both in the course materials and in the Learning Guide, found in the student learning management system on the PCBS website.

**Course Registration:** First-Year students are automatically registered in required core classes only. Second- and Third-Year students select four one-week elective courses along with required core classes. Elective enrollment and registration occur each May or June; student schedules are available the beginning of August. Find more about course registration here: [Program Details - Pacific Coast Banking School](#)

**Course Attendance and Enrollment:** PCBS requires students to attend every class, every day, just as employers require employees to be at work every day and to work for a full day. Attendance is tracked and recorded.

Students must register for CPE credit ahead of time and we track their class attendance. They only receive credit for time spent in the classroom. We note all absences and late arrivals/early departures from each class and calculate CPE credits accordingly. We also take time stamps on when all the attendees arrive and leave their courses.



The Premier National  
Graduate School of Banking®

**Refund Policy:** Students needing to defer or withdraw from PCBS may receive a partial refund of tuition depending on timing. To withdraw, contact [barbara@thepcbs.org](mailto:barbara@thepcbs.org). Refund amounts are reduced as the session dates approach because of commitments PCBS has made to the University and expenses incurred on your behalf. The \$350 application/registration fee is non-refundable. For details, see the PCBS website at [PCBS \(thepcbs.org\)](http://PCBS (thepcbs.org))

**Program Cancellation Policy** If a course is cancelled, the student will be informed via email and enrolled in an equivalent course of their choice.

**Complaint Resolution Policy:** Complaints can be submitted to the CEO at 425-278-0250. The CEO will review and resolve the issue to the students' satisfaction.

For additional information about PCBS's NASBA certification, please contact Jessica Anderson at [jessica@thepcbs.org](mailto:jessica@thepcbs.org).

*PCBS 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.NASBARegistry.org](http://www.NASBARegistry.org).*