

# Seminar Schedule

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## 1-Hour Program

<b>Overview</b>	
8:00 – 8:30 a.m.	Registration
<b>Why and Who, Definition?</b>	
8:30 – 8:45 a.m.	To show compliance For future reference
<b>What must a workfile contain?</b>	
8:45 – 9:00 a.m.	Contents required per USPAP’s Record Keeping Rule and CPE’s ER 2-4 Manner, style Practical considerations
<b>When does a workfile need to be created?</b>	
9:00 – 9:15 a.m.	Written reports Oral reports, including court testimony
<b>Where and how should a workfile be kept?</b>	
9:15 – 9:30 a.m.	What constitutes “retention”? Required retention period Employer/employee issues