This side by side is intended to help you design a certificate of completion that complies with *NBCC Continuing Education Provider Policy Section I.3*. The information on the right-hand side corresponds to the numerical references located on the sample certificate. The orange numbers on the sample certificate should not appear on an actual certificate of completion.

Sample Certificate of Completion Template

Provider Name (1)

CERTIFICATE OF COMPLETION

This is to certify that

Participant Name (2)

Attended

Conference Title (3)

on

Conference Dates (4)

Approval Information

Approvals	Credit (5)
(8) NBCC APROVAL No. SP-XXXX	_____ Credit hours
(9)	
(9)	

Signature (6)

Name of Provider's Authorized Representative

Title of Provider's Authorized Representative

Providers's contact information (7)

1. The Provider's name who is listed as the organization applying to offer a single program for NBCC credit hours should be prominent on the certificate. Policy Section I.3 (a).

2. The certificate must include the name of the participant to whom the NBCC credit hours are awarded. You may not simply provide a space for the participants to write in their own names. Policy Section I.3 (c).

3. The multi-session program title you include on the certificate of completion should be the same on the advertising, program evaluation, and certificate of completion.

4. Include the multi-session program date(s). Policy, Section I.3 (b).

5. NBCC credit must be awarded in hours, such as: "credit hours," "contact hours," "clock hours," "CE hours," "CE credit hours," or "continuing education hours." When awarding NBCC credit, do not use the terms "CEU" or "continuing education unit." Policy Sections I.1 and I.3 (d).

6. Certificates must be signed by an authorized representative of the Provider. NBCC does not have to approve this individual. The signature may be actual or electronic. The individual's name should appear in type below the signature, and their title should appear in type below the name of the authorized representative. Policy Section I.3 (e).

7. Include the Provider's contact information that will most easily allow a participant or licensure board to contact you if they have questions. Policy Section I.3 (a).

8. The assigned NBCC approval number may be identified as "NBCC Approval No.", "NBCC Approval Number", or "NBCC Approval #." Policy Section I.3 (f).

9. Add space to the table as needed to include all relevant approvals

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Additional Tips

- You must design one certificate to be distributed at the conclusion of the multi-session single program. If you would like to offer a certificate for each session/segment of a program, you will need to submit a single program application for each session/segment.
- You can choose to list individual session titles on a certificate for a multi-session program; however, you must ensure the overall program title is prominently displayed and the total number of NBCC credit hours awarded for completion of the program is clear.
- At the beginning of a multi-session program, you may give participants a tracking/monitoring form to assist with attendance verification; however, it must not include the signature of the Provider's Authorized Representative.
- Certificates that include information related to other approval bodies should clearly display NBCC approval information and how many NBCC credit hours a participant will receive upon completion of the program.