

This side by side is intended to help you design a certificate of completion that complies with *NBCC Continuing Education Provider Policy* Section J.7 (e). The information on the right-hand side corresponds to the numerical references located on the sample certificate. The green numbers on the sample certificate should not appear on an actual certificate of completion.

Sample Certificate of Completion Template

First ACEP Name and Second ACEP Name 1

CERTIFICATE OF COMPLETION

This is to certify that

Participant Name 2

Attended the Live Continuing Education Program

Program Title 3

on

Completion Date 4

5 _____ Credit Hours

6 *Signature* _____

Name of the First ACEP's Authorized Representative
Title of the ACEP's Authorized Representative
ACEP Name and Contact Information

7 *Signature* _____

Name of the Second ACEP's Authorized Representative
Title of the ACEP's Authorized Representative
ACEP Name and Contact Information

8 [First ACEP Name], ACEP No.____, and [Second ACEP Name], ACEP No. ____, are cosponsors of this program. The cosponsorship has been approved by NBCC. Both ACEPs are responsible for this program, including the awarding of NBCC credit.

1. The ACEP names should be prominent on the certificate and written as shown on the respective approval letters. By using the approval statement as described in number 8 below, you may determine that the ACEP names are not needed at the top of the certificate. Policy Section J.7 (e) (1).
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 J.7 (e) (3).
3. The program title should appear the same on the advertising, program evaluation, and certificate of completion. Policy Section J.7 (e) (1).
4. Include the program date. Policy Section J.7 (e) (2).
5. NBCC hours 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 J.7 (e) (2).
6. Certificates must be signed by an individual who has been authorized by each ACEP respectively. NBCC does not have to approve these individuals. Signatures may be actual or electronic. The individuals' names and titles should appear in type below their signatures. Do not use a title that includes "NBCC." Policy Section J.7 (e) (5).
7. Include the contact information that will most easily allow a participant or licensure board to contact each ACEP if they have questions. Policy Section J.7 (e) (1).
8. You must display this approval statement designating a cosponsorship between ACEPs.

[Click here to see a full-sized template](#)

Additional Tips

- Prior to advertising or awarding NBCC credit for a cosponsored program, the ACEP must submit a cosponsorship application and be approved by NBCC. Policy Section J.7 (c).
- The ACEP logo may be displayed on the certificate, but it should not be more prominent than other logos that may appear.
- You may include information on the certificate in addition to the information required by Policy; however, it must not create confusion.
- If NBCC asks you to submit a sample certificate of completion that was distributed to participants who completed the program, you must first redact the participant's name. The other information required by Policy should remain unaltered.