

This side by side is intended to help you design a certificate of completion that complies with *NBCC Continuing Education Provider Policy Section 1.3*. 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 the Live Continuing Education Program

Program Title ③

on

Completion Date ④

_____ **Credit Hours** ⑤

⑦ *Signature* _____

⑥ **NBCC Approval No. SP-** _____

Name of the Providers's Authorized Representative
Title of the Provider's Authorized Representative

Provider's contact information ⑧

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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 1.3 (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 1.3 (c).
3. The 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 program date(s). Policy, Section 1.3 (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 1.1 and 1.3 (d).
6. The assigned NBCC approval number may be identified as "NBCC Approval No.," "NBCC Approval Number", or "NBCC Approval #." Policy Section 1.3 (f).
7. 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 1.3 (e).
8. 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 1.3 (a).

Additional Tips

- You are not required to use the NBCC Approval Statement for single programs on your certificate of completion; however, if you do, it must be the statement provided to you in the approval letter issued by NBCC (Policy Section K.3).
- You should not include any NBCC logos on the certificate.
- You may include information on the certificate in addition to the information required by Policy; however, it must not create confusion.
- 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.