

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

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 issued by ACEP No. _____ ⑥

<p>⑦ <i>Signature</i> _____</p> <p>Name of the ACEP's Authorized Representative Title of the ACEP's Authorized Representative</p>	<p><i>Signature</i> _____</p> <p>Name of the Other Organization Name of the Provider's Authorized Representative Title of the Provider's Authorized Representative</p>
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⑨ **ACEP's contact information** ⑧

[ACEP Name] and [the other organization] are cosponsors of this program. This cosponsorship has been approved by NBCC. ACEP Name is an NBCC Approved Continuing Education Provider, ACEP No. _____. The ACEP solely is responsible for this program, including the awarding of NBCC credit.

1. The ACEP name should be prominent on the certificate and written as it is shown on your approval letter. 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. The assigned NBCC ACEP number may be identified as "NBCC ACEP No." or "ACEP #." Policy Section J.7 (e) (6).
7. Certificates must be signed by an individual who has been authorized by the ACEP **and** an individual who has been authorized by the other organization. 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).
8. Include the ACEP contact information that will most easily allow a participant or licensure board to contact you if they have questions. Policy Section J.7 (e) (1).
9. You must display the approval statement designated for cosponsorships. Policy Section J.7 (e) (3).

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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.