

Sample Template: Blended Learning Certificate of Completion

All sponsors must submit a certificate of completion with the application as if you were issuing the certificate to a participant of the program.

When submitting the certificate of completion with your application, label all required elements as shown in the following sample template:

1. Sponsor name and address
2. Participant's name
3. Program title
4. Field(s) of study for the program
5. Date program offered/completed
6. Location of program
7. Instructional delivery method
8. Amount of CPE credit earned
9. Signature of CEO or individual responsible for administration of continuing education
10. Registry Sponsor ID number
11. Registry time statement

Sponsor name must be listed on the certificate as the name appears in the NASBA National Registry listing.

Instructional delivery method should be specifically identified as your NASBA-approved delivery method and must be either: Group Live, Group Internet Based, QAS Self Study, Nano Learning or Blended Learning.

The Registry time statement must be included in its entirety.

Refer to the NASBA Fields of Study document for the classifications of acceptable subject matter areas for CPE. If credits are earned in more than one field of study, credits must be allocated and disclosed separately on the certificate of completion.

