

## Sample Template: Roster 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. State CPE Roster ID number
11. State CPE Roster time statement

Sponsor name must be listed on the certificate as the name appears in the State CPE Roster listing.

Instructional delivery method should be specifically identified as Group Live.

The State CPE Roster 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.

# CERTIFICATE OF COMPLETION

This certificate is presented to

Jim Smith

2

for successful completion of

ETHICS FOR ACCOUNTANTS

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DELIVERY METHOD: GROUP LIVE

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2 CPE CREDITS - BEHAVIORAL ETHICS

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LOCATION: NASHVILLE, TN

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TN ROSTER OF CPE SPONSORS #123456

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IN ACCORDANCE WITH THE STANDARDS OF THE TENNESSEE CPE ROSTER, CPE CREDITS HAVE BEEN GRANTED BASED ON A 50-MINUTE HOUR.

11

1 CPE Resources  
111 Broadway  
Nashville, TN 37219

SIGNATURE:

Brenda Lee

9

AWARDED ON:

June 8, 2016

5