



## **Blended Learning- Primarily Synchronous**

### **Completion Verification**

An explanation of the planned completion verification process is needed for submission with a primarily synchronous blended learning application. The purpose of this documentation is to demonstrate compliance with the requirements of [Section 6, Paragraph 6.01](#) and [Section 6 Paragraph 6.01.3](#). For synchronous learning activities that are significant components of a blended learning program, completion verification must be incorporated as described in Section 6.01.1. Technology-delivered attendance prompts or verification mechanisms must occur at least three times per 50-minute credit hour and lack predictability to reasonably ensure learners are present and engaged throughout the program ([Section 6.01.1](#)). For non-technology-based methods, the application should describe how attendance or participation is monitored, who is responsible for verification, what records are retained, and how the organization determines the amount of CPE credit awarded. Participant self-certification alone is not sufficient.. The completion verification/monitoring mechanism does not have to be related to course content, but if it is, the items used for this component may also fulfill the requirement for participant engagement. Please see below for more information and guidelines regarding monitoring mechanisms.

\*Formal learning programs under the [2026 Standards](#) are group programs, self study programs, or blended learning programs. For purposes of this application, the Registry uses “delivery method” to refer to the formal learning program type, including any applicable sub-delivery method such as Nano Learning or QAS Self Study, for which the organization is seeking approval and must demonstrate compliance with the applicable Standards.

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### Guidelines

- After the first full credit and the initial three instances of attendance monitoring mechanisms, additional completion verification/monitoring mechanisms are required based on the additional credit amount of the program. Please see the chart referenced in [Section 6, Paragraph 6.01.1](#) for a breakdown of this requirement.

| Additional Credit | Additional Monitoring Mechanisms |
|-------------------|----------------------------------|
| 0.2               | 0                                |
| 0.4               | 1                                |
| 0.5               | 2                                |
| 0.6               | 2                                |
| 0.8               | 3                                |
| Next full credit  | 3                                |

- Technology-delivered attendance prompts or verification mechanisms must lack predictability to reasonably ensure learners are present and engaged throughout the program.

### Examples of Completion Verification Methods that May Support Compliance ([Section 6, Paragraph 6.01.1](#)):

1) Documented attendance records.

Verification methods that capture the learner identity and indicate the duration of attendance along with a statement from the program instructor, attendance monitor, or the technology-based administrator attesting to learning participation and noting any variances in attendance time.

Examples include but are not limited to:

- a. Use of attendance logs
- b. Registration records, or similar documentation (sign-in, and noting any late arrivals, early departures or elongated break times)
- c. Technology-based verification mechanisms such as technology tools (e.g., QR codes, key words or codes, polling questions, electronic badging, platform-based attendance prompts or similar mechanisms) to document learner participation
- d. In situations where individual participants log into a group program.



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### 2) Monitoring and oversight.

- i. Real-time monitoring of learner attendance by instructor or attendance monitor to verify presence throughout the program
- ii. Learner-to-attendance monitor ratio must not exceed 25:1, unless a dedicated attendance monitor is assigned in which case the ratio must not exceed 100:1.
- iii. Technology-delivered attendance prompts or verification mechanisms must occur at least three times per 50-minute credit hour and lack predictability to reasonably ensure learners are present and engaged throughout the program.