



## **Certificate of Completion Instructions**

As part of the National Registry application process, applicants must submit a representative certificate of completion. The certification should demonstrate how the organization will provide participants with documentation of program completion consistent with [Section 9](#) of the [2026 Standards](#). The certificate of completion is meant to provide program participants with documentation of their participation in a program/course. The certificate of completion should be exemplary of the course submitted for your review. Please see below for more information and guidelines regarding the certificate of completion.

\*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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### **Required Components:**

The certificate of completion should include the following components, as applicable, to support compliance with [Section 9](#).

- Sponsor Name
- Participant’s Name
- Course/Program Title
- Date offered/completed
- If applicable, location
- Type of Formal Learning Program/Delivery Method
- Recommended CPE Credit
- Field of Study
- NASBA Sponsor Identification Number
- NASBA Time Statement
- State Registration Number, if required by state boards
- Any other statements required by the boards of accountancy

\*\*NASBA logos should not be inserted in the certificate of completion prior to sponsorship approval.



## NATIONAL REGISTRY OF CPE SPONSORS

\*\*NASBA Logo use and the Official NASBA Sponsor Statement are not required components of the certificate of completion. However, existing sponsors who choose to include this on the certificate of completion must follow guidelines.

### **Sponsor Name**

The organization name listed on the certificate should be materially consistent with the name submitted with the application and, after approval, the organization's National Registry listing. It must be clear to participants who is providing the course and who is awarding the certificate. To make sure each provider is a NASBA approved sponsor, this information must always be consistent across documentation for participants.

### **Participant's Name**

There must be an area on the certificate showing where the participant's name will appear. A placeholder name can be inserted; it is also compliant to have a placeholder on the certificate for the purposes of the application.

Example: Participant Name [first name] [last name]

### **Course/Program Title**

The course/program title on the certificate of completion must represent the title of the course submitted in the application for review. The course/program title on the certificate should be materially consistent with the program list, descriptive/promotional materials, and course materials.

- For Group programs: When the program being referenced is for courses offered within a conference, the title of each individual session does not need to be represented unless you are providing separate certificates for each session.

### **Date Offered/Completed**

There must be an area on the certificate showing where the date of completion will be located. It is compliant to have a placeholder on the certificate for the purposes of the application.

Example: Completion Date [MM/DD/YYYY]



## Location

The location of the course/program must be present on the certificate of completion, when applicable.

- Group programs must have one of the following:
  - Physical location listed: This can be a city/state, or physical address where the instruction is occurring.
  - Online Location listed: “Virtual,” or “online,” distinctions are compliant.
  - Group programs conducted simultaneously in-person and online must put the physical and online location on the certificate of completion.  
Example: “Location: Nashville/Online”
- QAS™ Self-Study and Nano Learning programs do not have to list the location, but if desired, “virtual,” can be listed.
- Blended Learning programs should list the location at which the synchronous portion of the course has/will occur.

## Delivery Method

The certificate should identify the type of applicable National Registry delivery method in a way that accurately reflects the program:

- Group
- Self Study
  - QAS™ Self Study
  - Nano Learning
- Blended Learning



## Recommended CPE Credit

The recommended CPE credit on the certificate should be materially consistent with the program list, descriptive/promotional materials, and course materials. When courses offer multiple fields of study per program, each field of study must be broken down by CPE credit. In addition to the breakdown of CPE credit dispersal, the total amount of CPE credit that can be earned for that course must also be clearly identified.

- For Group programs offering concurrent sessions, list the CPE credit using “up to [X] CPE credits,” to reflect this course layout.  
([Section 8, Paragraph 8.01.1](#))
- Multiple fields of study are not accepted for Nano Learning courses and can only be offered for 0.2 CPE. ([Section 7, Paragraph 7.01](#))
- Blended Learning certificates of completion should reflect the total recommended CPE credits of the course (synchronous portion + asynchronous portion of the course).
- For Adaptive QAS™ Self Study programs in which CPE credit varies based on verified participant completion time, the certificate should reflect the actual CPE credit awarded to the participant.

Example: “CPE Credit: Up to [X] CPE credits. Actual CPE credit awarded may vary based on the participant’s verified completion time through the adaptive learning program.”

## Field of Study

The field of study on the certificate should be materially consistent with the program list, descriptive/promotional materials, and course materials. When courses offer multiple fields of study per program, each field of study must be broken down by CPE credit. In addition to the breakdown of CPE credit dispersal, the total amount of CPE credit that can be earned for that course must also be clearly identified.

- Because a Nano Learning program is designed to address a single learning objective and may be awarded only 0.2 CPE, each Nano Learning program should identify one recommended field of study.
- Consult the [Fields of Study](#) document for a list of approved distinctions.



## **NASBA Sponsor Identification Number**

Existing sponsors who are applying for an Additional Delivery Method should list their current NASBA sponsor identification number on the certificate of completion for the application. Initial applicants who do not yet have a NASBA sponsor identification number can use a placeholder on the certificate of completion for this required component. It must be clear where this component will be located and represented within the certificate of completion upon sponsorship approval.

Example: NASBA Sponsor Identification Number: XXXXXX

## **Time Statement**

Certificates of completion must include a statement that CPE credit was awarded based on a 50-minute hour. National Registry sponsors should use the following statement without alteration:

“In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.”

\*For examples of Group certificates of completion, please see pages 6-9 below.

Page 6: Group Certificate of Completion for Live (In Person) Settings

Page 7: Group Certificate of Completion for Virtual (Online) Settings

Page 8: Group Certificate of Completion for Hybrid Settings (Live/In Person and Virtual/Online Simultaneously)

Page 9: Group Certificate of Completion with Multiple Fields of Study

Presents:

# Certificate of Completion

Presented to:

[First Name] [Last Name]

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For Successful Completion of:

*Federal Tax Update 2026*

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**Date of Completion:** 01-18-2026

**CPE Credits:** 3 CPE

**Location:** Nashville, TN

**Field(s) of Study:** Taxes

**Delivery Method:** Group

**NASBA Sponsor Identification Number:** XXXXXX

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

Presents:

# Certificate of Completion

Presented to:

[First Name] [Last Name]

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For Successful Completion of:

*Federal Tax Update 2026*

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**Date of Completion:** 01-18-2026

**CPE Credits:** 3 CPE

**Location:** Virtual

**Field(s) of Study:** Taxes

**Delivery Method:** Group

**NASBA Sponsor Identification Number:**  
XXXXXX

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

Presents:

# Certificate of Completion

Presented to:

[First Name] [Last Name]

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For Successful Completion of:

*Federal Tax Update 2026*

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**Date of Completion:** 01-18-2026

**CPE Credits:** 3 CPE

**Location:** Nashville/Virtual

**Field(s) of Study:** Taxes

**Delivery Method:** Group

**NASBA Sponsor Identification Number:** XXXXXX

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

Presents:

**\*\*This template is  
for courses with  
multiple fields of  
study.**

# Certificate of Completion

Presented to:

[First Name] [Last Name]

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For Successful Completion of:

*Federal Tax Update 2026*

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**Date of Completion:** 01-18-2026

**Location:** Nashville, TN

**Delivery Method:** Group

**CPE Credits:** 3 CPE

**Field(s) of Study:** Taxes (1.5 CPE) &  
Specialized Knowledge (1.5 CPE)

**NASBA Sponsor Identification Number:** XXXXXX

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.