



Group Completion Verification

An explanation of the planned Completion Verification requirement is needed for submission with a group application. The purpose of this documentation is to satisfy the requirements of [Section 6, Paragraph 6.01 and 6.01.1](#). CPE program sponsors must maintain a process to monitor individual attendance at group programs. This documentation is meant to establish that participants are in attendance during the course. CPE program sponsors must maintain a process to monitor and document individual attendance or completion for group programs. 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. When an organization uses technology-delivered attendance prompts or verification mechanisms to verify attendance, those mechanisms must occur at least three times per 50-minute CPE credit hour and must lack predictability, consistent with [Section 6.01.1](#). The completion verification/monitoring mechanism does not have to be related to course content, but if it is, the items used for this component can also fulfill the requirement for group 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.

Guidelines

- [Section 8, Paragraph 8.01.3](#): Prior to the commencement of a group program, the CPE program sponsor must communicate:
 - How the participants can earn full credit
 - Participants must be advised if the CPE program sponsor:
 - Requires polling questions to be answered correctly to earn full CPE credit for the program
 - The number of polling questions posted per CPE credit
 - How many must be answered in order to earn full credit for the program



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- When technology-delivered attendance prompts or verification mechanisms are used, additional mechanisms are required after the first full CPE credit 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

- Program sponsors must ensure that the completion verification elements lack predictability, so that participants remain fully engaged in the course content.

Required Documentation

- To comply with record retention requirements as outlined in [Section 9, Paragraph 9.02.1](#), organizations must retain the following completion verification information:
 - The documentation maintained should adequately support the CPE program completion methodology selected by the CPE program sponsor.
 - The documentation that serves as the evidence of the individual participant response to the attendance monitoring mechanisms.
 - If the elements used for the completion verification/monitoring mechanisms are related to course content, and are being used simultaneously to fulfill the participant engagement requirements from [Section 5, Paragraph 5.01.1](#), CPE program sponsors must also retain the program outline, agenda, speaker notes or other documentation that evidences the participant engagement/completion verification related to course content during each credit of CPE planned for the group program.

Examples of Compliant Completion Verification Methods ([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.

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.