



Certificate of Completion Instructions

The Certificate of Completion is required for submission with an application. The purpose of this documentation is to satisfy the requirements of [Standard 23](#). 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.

Required Components:

The components listed below must be present on the certificate of completion in order to maintain compliance.

- Sponsor Name
- Participant's Name
- Course/Program Title
- Date offered/completed
- If applicable, location
- Delivery Method
- Recommended CPE Credit
- Field of Study
- 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.**

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



NATIONAL REGISTRY OF CPE SPONSORS

Sponsor Name

The organization name listed on the certificate of completion must match exactly the name submitted with the application and/or as it appears in the NASBA 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. This field cannot be left blank for the purposes of the application. The course/program title must match exactly across the program list, descriptive/promotional materials, certificate of completion, and within any course materials where the title is present.

- For Group Live and Group Internet Based 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 Live programs must have a physical location listed. This can be a city/state, or physical address where the instruction is occurring.
- Group Internet Based programs should list, “virtual,” or “online,” as the location of the program.
- 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 instructional delivery method must be identified as one of the NASBA-approved delivery methods:

- Group Live
- Group Internet Based
- QAS™ Self Study
- Nano Learning
- Blended Learning

Recommended CPE Credit

The recommended CPE credit must match exactly across the program list, descriptive/promotional materials, certificate of completion, and within any course materials where this information is present. 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 Live and Group Internet Based programs offering concurrent sessions, list the CPE credit using “up to XX CPE credits,” to reflect this course layout.
([Standard 12-01](#))
- Multiple fields of study are not accepted for Nano Learning courses and can only be offered for 0.2 CPE. ([Standard 16](#))
- **Blended Learning** certificates of completion should reflect the total recommended CPE credits of the course (synchronous portion + asynchronous portion of the course).

Field of Study

The field of study must match exactly across the program list, descriptive/promotional materials, certificate of completion, and within any course materials where this information is present. 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.

- Multiple fields of study are not accepted for Nano Learning courses.
- Consult the [Fields of Study](#) document for a list of approved distinctions.



NATIONAL REGISTRY OF CPE SPONSORS

Sponsor Identification Number

Existing sponsors who are applying for an Additional Delivery Method should list their current sponsor identification number on the certificate of completion for the application. Initial applicants who do not yet have a 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: Sponsor Identification Number: XXXXXX

NASBA Time Statement

The NASBA Time Statement must be written in its entirety and 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.”

Presents:

Certificate of Completion

Presented to:

[First Name] [Last Name]

For Successful Completion of:

New Manager Training

Date of Completion: 01-18-2026

CPE Credits: 10 CPE

Location: Nashville, TN

Field(s) of Study: Personal Development

Delivery Method: Blended Learning

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]

For Successful Completion of:

New Manager Training

Date of Completion: 01-18-2026

CPE Credits: 10 CPE

Location: Nashville, TN

Field(s) of Study:

Delivery Method: Blended Learning

Personal Development (5 CPE)

Business Management & Organization (5 CPE)

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.