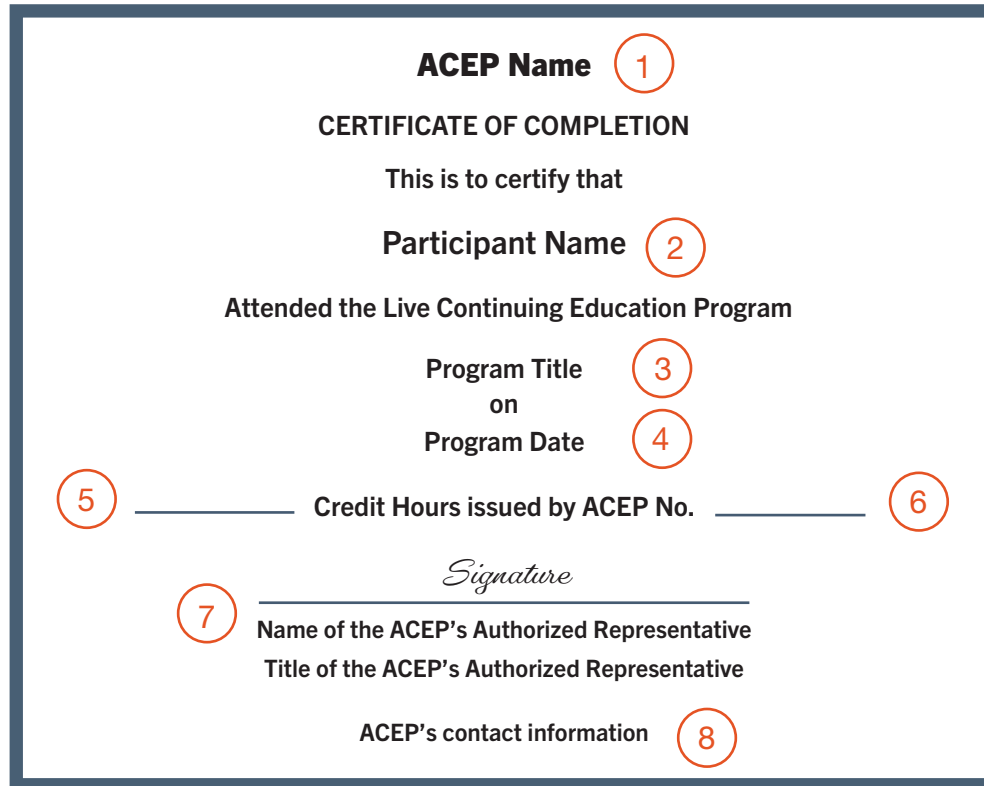


This side by side is intended to help you design a certificate of completion that complies with *NBCC Continuing Education Provider Policy Section 1.3*. The information on the right-hand side corresponds to the numerical references located on the sample certificate. The orange numbers on the sample certificate should not appear on an actual certificate of completion.

Sample Certificate of Completion Template



The image shows a sample certificate of completion template enclosed in a dark blue border. The text is centered and includes several fields marked with orange circles containing numbers 1 through 8. The text reads: **ACEP Name** (1), **CERTIFICATE OF COMPLETION**, **This is to certify that**, **Participant Name** (2), **Attended the Live Continuing Education Program**, **Program Title** (3) **on** **Program Date** (4), **Credit Hours issued by ACEP No.** (5) _____ (6), *Signature* _____ (7), **Name of the ACEP's Authorized Representative**, **Title of the ACEP's Authorized Representative**, and **ACEP's contact information** (8).

[Click here to see a full-sized template](#)

1. The ACEP name should be prominent on the certificate and written as it is shown on your approval letter. Policy Section 1.3 (a).
2. The certificate must include the name of the participant to whom the NBCC credit hours are awarded. You may not simply provide a space for the participants to write in their own names. Policy Section 1.3 (c).
3. The program title should appear the same on the advertising, program evaluation, and certificate of completion.
4. Include the program date. Policy Section 1.3 (b).
5. NBCC credit must be awarded in hours, such as: “credit hours,” “contact hours,” “clock hours,” “CE hours,” “CE credit hours,” or “continuing education hours.” When awarding NBCC credit do not use the terms “CEU” or “continuing education unit.” Policy Sections 1.1 and 1.3 (d).
6. The assigned NBCC ACEP number may be identified as “NBCC ACEP No.” or “ACEP #.” Policy Section 1.3 (f).
7. Certificates must be signed by an individual who has been authorized by the ACEP. NBCC does not have to approve this individual. The signature may be actual or electronic. The individual’s name should appear in type below the signature, and their title should appear in type below the name of the ACEP’s Authorized Representative. Do not use a title that includes “NBCC.” Policy Section 1.3 (e).
8. Include the ACEP contact information that will most easily allow a participant or licensure board to contact you if they have questions. Policy Section 1.3 (a).

Additional Tips

- You are not required to use the NBCC approval statement on your certificates of completion; however, if you do, it must be the statement cited in Policy Section J.4 (a).
- The ACEP logo may be displayed on the certificate, but it should not be more prominent than other logos that may appear.
- You may include information on the certificate in addition to the information required by Policy; however, it must not create confusion.
- If NBCC asks you to submit a sample certificate of completion that was distributed to participants who completed the program, you must first redact the participant’s name. The other information required by Policy should remain unaltered.