

## Sample: Certificate of Completion

### Helpful Hints

For Initial and ADM applications, mock-up certificates are acceptable. A copy of an actual certificate issued will be required for renewals, if selected for audit/desk review.

Sponsor should **label** all required elements with the numbers below as shown in this sample:

1. Sponsor Name
2. Sponsor Address
3. Participant's Name
4. Program Title
5. Date Offered/Completed
6. Program Location
7. Program FOS Subject Area
8. Amount of CPE Earned
9. Registry Time Statement
10. Registry Sponsor ID #
11. Signature
12. Delivery Method

**Sponsor Name** must be listed on the certificate exactly as the name appears in the NASBA National Registry listing.

### Field of Study (FOS) Subject Areas

Effective March 1, 2006, the seven broad fields of study were expanded to create the 23 subject areas: Accounting, Accounting (Governmental), Auditing, Auditing (Governmental), Administrative Practice, Social Environment of Business, Regulatory Ethics, Business Law, Business Management and Organization, Finance, Management Advisory Services, Marketing, Behavioral Ethics, Communications, Personal Development, Personnel/HR, Computer Science, Economics, Mathematics, Production, Specialized Knowledge & Applications, Statistics and Taxes.

### Field of Study (FOS) Subject Areas

If credits are earned in more than one Subject Area, please breakdown the credits into the appropriate Subject Area.

**Registry Time Statement** must be included in its entirety.

Delivery Method must be either: Group-Live, Group Internet-Based or Self-Study

① **ABC Company**

② 123 Oak Street  
Anytown, TN 37111

## Certificate of Completion

This certificate is presented to

John Doe ③

(participant's name)

for successfully completing

④ Annual Training Conference

(course name)

Personnel/HR ⑦	12 credits
Specialized Knowledge & Applications	5 credits
Social Environment of Business	3 credits
<b>Total</b>	<b>20 credits</b>

(field of study/credits)

⑧

Date: February 10-14, 2007 ⑤

Location: Orlando, FL ⑥

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. ⑨

National Registry of CPE Sponsors ID Number 111111 ⑩

Instructional delivery method: Group-Live ⑫

⑪ Jane Doe

Signature of CEO or individual responsible for administration of continuing education