## 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 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.

If credits are earned in more than one Subject Area, please break down the credits into the appropriate Subject Area.
Registry Time Statement must be included in its entirety.
Delivery Method is based on your NASBA- approved delivery methods and must be either: Group-Live, Group Internet-Based, Self-Study, QAS or QAS Self-Study.

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



① CPActivity, LLC
123 Oak Street, Anytown, TN 37111 ②
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# Certificate of Completion

This Certificate is Presented to:

③ **Jim Smith**

For successful completion of

④ **Annual Training Conference**

⑥ Awarded: February 10-14, 2015 ⑤
Location: Orlando, FL ⑩
National Registry of CPE Sponsors Number 111111
Instructional delivery method: Group-Live ⑫

| ⑦ | | |
|---|---|---|
| Personnel/HR | 12 credits | |
| Specialized Knowledge & Applications | 5 credits | |
| Social Environment of Business | 3 credits | ⑧ |
| Total | 20 credits | |

⑪

Signature of CEO or individual responsible for administration of continuing education

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