



Tips for Designing an ACEP Certificate of Completion for a Home Study Program With Multiple Approvals

This side by side is intended to help you design a certificate of completion that complies with NBCC Continuing Education Provider Policy Section I.5. 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

ACEP Name ①

CERTIFICATE OF COMPLETION

Participant Name ②

Completed the On-demand Continuing Education Program

Program Title ③
on
Completion Date ④

Approval Information

Approvals	Credit
⑧ NBCC ACEP # _____	⑤ _____ Credit hours
⑨	
⑨	

⑥ *Signature*

Name of the ACEP's Authorized Representative

Title of the ACEP's Authorized Representative

⑦ ACEP's contact information

1. The ACEP name should be prominent on the certificate and written as it is shown on your approval letter. Policy Section I.5 (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 I.5 (c).
3. The program title should appear the same on the advertising, program evaluation, and certificate of completion.
4. Include the date that the program was completed by the participant. Policy Section I.5 (b).
5. NBCC hours 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 I.4 and I.5 (d). Use a table for clarity when specifying the amount of credit issued relative to an approval body.
6. 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 and title should appear in type below the signature. Do not use a title that includes "NBCC." Policy Section I.5 (e).
7. Include the ACEP contact information that will most easily allow a participant or licensure board to contact you if they have questions. Policy Section I.5 (a). Include the ACEP contact information that will most easily allow a participant or licensure board to contact you if they have questions. Policy Section I.5 (a).
8. The assigned NBCC ACEP number may be identified as "NBCC ACEP No." or "ACEP #." Policy Section I.5 (f). When you are designing a certificate featuring multiple approvals, clarity is more important than ever, especially if amount of credit varies with the approval type.
9. Add space to the table as need to include all relevant approvals.

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

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.
- 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.