

Certificate of Completion:

- *Hold onto a record of attendance/completion for **7 years** following the activity
- *Download the sample CPE certificate, fill it out, and distribute to participants.
- *To find the certificate of completion, log into your CPE Provider account, click on the top left corner where it reads, "Download sample CPE certificate"



*How to complete the certificate of completion:

CPE Accredited Provider
Continuing Professional Education Certificate of Attendance - Attendee Copy

Participant Name: _____

Registration Number: _____ Provider Code: _____

Provider Name: _____

Activity Title: _____

Activity Number: _____

Date Completed: _____ Number of CPEUs Awarded: _____

*Performance Indicator(s): _____ CPE Level: _____

Provider Signature: _____

RETAIN ORIGINAL COPY FOR YOUR RECORDS
*Refer to your Professional Development Portfolio Guide For PIs

The participant can fill in their **name** and **registration number**.

The **Provider Name** is the name of the organization that entered/offered the activity.

The **Provider Code** is the same as your CPE Provider username.

The **Activity Title** is the name of the activity that was entered on the activity application.

The **number of CPEUs Awarded** are the amount that your activity was approved for.

The **CPE level** is the level selected in the activity application.

The **Activity Number** is the six-digit activity number that is assigned upon activity submission. This can be found in your Provider account under the "activities" tab.

The **Date Completed** should reflect the date that the activity was completed.

The **Performance Indicators** that should be listed are the ones selected in the activity application.

The **Provider Signature** can be signed, written, or printed. The person who signs the certificate should be the contact person for the organization or individual that organized the event.