

# IRS CERTIFICATE OF COMPLETION INSTRUCTIONS



All IRS CE providers must issue a Certificate of Completion to each participant who meet the requirements of attendance and successfully completes a program.

All numbered elements on the Certificate of Completion are required:

- 1. Full name of participant.**
- 2. Program name exactly as it appears in your CE account.**
- 3. IRS program number – CE providers must obtain program numbers before offering the program. List the program name and program number individually for each program that the participant completes.**
- 4. Amount of CE credits earned.**
- 5. Date program completed.**
- 6. In-person delivered program location. If course was not presented at a physical location, use “self-study” or “online” as appropriate.**
- 7. Statement that “In accordance with the standards set forth in Circular 230 section 10.6, CE Credits have been granted based on a 50-minute contact hour.”**
- 8. CE provider name exactly as it appears in the IRS Continuing Education System.**
- 9. Complete CE provider address.**
- 10. Signature of Designated Official (instructor or designee of the CE provider).**



CE providers must not display an IRS preparer tax identification number (PTIN) on the Certificate of Completion.



Recommended language: CPAs, attorneys and others licensed by state boards and organizations should check with their respective authorities to determine if credit applies toward their CE requirements.



Use of the IRS-approved CE provider logo is optional. If used, you must display the most recent CE provider logo supplied by the IRS.



You may issue one Certificate of Completion to include information for NASBA, CTEC or other CE organizations if all IRS-required data is on the certificate.

# Sample Certificate of Completion

THIS CERTIFICATE IS PRESENTED TO

## 1 Participant's First and Last Name

For successfully completing

2	3	4	5
Program Name	IRS Program Number XXXXX-X-XXXXX-XX-X	(Number of Credits)	Date Completed MM-DD-YYYY

*Note: If multiple programs were completed, you must list them individually with their completion dates*

*Do not display an IRS PTIN on the certificate*

## 6 Training Location

7 In accordance with the standards set forth in Circular 230 section 10.6, CE Credits have been granted based on a 50-minute contact hour

## 8 CE Provider Name

*Note: The CE provider name must appear exactly as it is in the IRS Continuing Education System*

## 9 CE Provider Address



## 10 Signature of Designated Official