

CE Provider Program Numbering Sequence

# of Characters	XXXXX	-X	-XXXXX	-XX	-X
Description	<u>Provider number:</u> Alpha-numeric, remains constant year to year	<u>Category:</u> E = Ethics T = Federal Tax U =Federal Tax Update Q =Qualified Retirement Plan Matters P = SEE Test Preparation A = Annual Federal Tax Refresher	<u>Program Number</u> – will be a different number for each program the provider requests approval for	<u>Calendar Year of Approval</u> - e.g. “12” would be for “2012”	<u>Program Type*</u> S = Self Study I =In Person O = On Line
Example	97VVC	E	00027	12	I

Notes:

- (1) Example Program Number as it will appear on paper: 97VVCE0002712I
- (2) If the same program is offered in multiple delivery methods, the entire number will be the same except for the last digit, which signifies the different ways the program is offered
- (3) The entire number above **must** be printed on every completion certificate given to attendees requesting a CE Certificate of Completion