

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