

Sample Certificate of Completion

Helpful Hints:

Providers must include all required elements listed below and as shown in sample:

1. Full Name of Participant
2. Program Name and IRS Issued Program Number(s)
3. Number of Credits per Program
4. Date Completed
5. Location
6. CE Provider Name
7. CE Provider Address
8. Signature of Designated Official (Instructor, Provider's Officer or Provider's Chair of Education may sign the certificate)

Provider Name and address must be listed on the certificate exactly as it appears in the IRS Continuing Education Provider System.

You may include the IRS Approved CE Provider logo on your certificates.

Recommendation:

Providers should add a statement on the Certificate of Completion that states, if applicable, CPAs, attorneys, and others licensed by state boards/organizations should check with their respective boards/organizations to determine if credit applies toward their continuing education requirements.

Certificate of Completion

This certificate is presented to

1 Full Name of Participant

For successfully completing

Program Name & IRS Issued Program Number 2 # of Credits 3

Note: If multiple programs are offered they must be listed separately.

4 Date: January XX-XX, 20XX

5 Location: Anywhere, XX

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

6 CE Provider Name

7 CE Provider Address



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SIGNATURE OF DESIGNATED OFFICIAL