Documentation and Certificate for ASRT-Approved Activity

As a sponsor of an approved CE activity, you must provide a certificate, letter or other documentation to participants that includes all of the following information:

1. **Sponsor's name.** Use name listed on Request for Approval form.
2. **Participant's name.**
3. **Activity title.** Use exact title listed on approval letter.
4. **Category of credits awarded.** Category A or A+.
5. **Number of credits completed/awarded.** Credit amount must be preprinted and not handwritten.
6. **Approval statement.** "Activity Approved by ASRT."
7. **Reference number found on the ASRT approval letter.** Reference number must be preprinted and not handwritten.
8. **Activity Expiration Date.**
9. **Date.** The date the activity was attended or satisfactorily completed. Date must be preprinted and not handwritten.
10. **Signature of instructor or authorized representative of the sponsor.**
11. **Participant's ASRT ID number or unique identifier.**

The sample certificate fulfills the documentation requirements and may be copied for sponsor use only.

_____

Sponsor's Name

Certifies

_____

Participant

has satisfactorily completed

_____

Activity Title as listed on approval letter

☐*Category A* ☐*Category A+*

and has earned _____ *CE credit(s).*

"Activity Approved by ASRT"

ASRT Reference Number

☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Activity Expiration Date _____

_____ _____

Date Completed (Must be preprinted) Signature of Instructor/Authorized Representative of the Sponsor

_____

Participant's ASRT ID Number or Unique Identifier