

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. **Reference number found on the ASRT approval letter.** Reference number must be preprinted and not handwritten.
5. **Number of credits completed/awarded.** Credit amount must be preprinted and not handwritten.
6. **Category of credits awarded.** Category A or A+.
7. **Approval statement.** "Activity Approved by ASRT."
8. **Date.** The date the activity was attended or satisfactorily completed. Date must be preprinted and not handwritten.
9. **Activity Expiration Date.**
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.

<hr/> Sponsor's Name <hr/> <div style="text-align: center; font-size: 1.5em; font-family: serif;"> <i>Certifies</i> </div> <hr/> Participant <hr/> <div style="text-align: center; font-style: italic;"> <i>has satisfactorily completed</i> </div> <hr/> Activity Title as listed on approval letter <hr/> <div style="text-align: center;"> <input type="checkbox"/> <i>Category A</i> <input type="checkbox"/> <i>Category A+</i> <i>and has earned _____ CE credit(s).</i> <i>"Activity Approved by ASRT"</i> </div> <div style="text-align: center; margin-top: 10px;"> ASRT Reference Number <div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div style="text-align: center; margin-top: 10px;"> Activity Expiration Date _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-top: 1px solid black; padding-top: 5px;"> Date Completed (Must be preprinted) </div> <div style="width: 65%; border-top: 1px solid black; padding-top: 5px;"> Signature of Instructor/Authorized Representative of the Sponsor </div> </div> <div style="text-align: center; margin-top: 20px; border-top: 1px solid black; padding-top: 5px;"> Participant's ASRT ID Number or Unique Identifier </div>	
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