



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.**
5. **Number of credits completed/awarded.**
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/> <p>Sponsor's Name</p>												
<p><i>Certifies</i></p>												
<hr/> <p>Participant</p>												
<p><i>has satisfactorily completed</i></p>												
<hr/> <p>Activity Title as listed on approval letter</p>												
<p><input type="checkbox"/> Category A <input type="checkbox"/> Category A+</p> <p><i>and has earned _____ CE credit(s).</i></p> <p><i>"Activity Approved by ASRT"</i></p>												
<p>ASRT Reference Number</p> <table style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												
<p>Activity Expiration Date _____</p>												
<table style="width: 100%;"> <tr> <td style="width: 35%; padding: 5px;"> <hr/> <p>Date Completed (Must be preprinted)</p> </td> <td style="width: 65%; padding: 5px;"> <hr/> <p>Signature of Instructor/Authorized Representative of the Sponsor</p> </td> </tr> </table>	<hr/> <p>Date Completed (Must be preprinted)</p>	<hr/> <p>Signature of Instructor/Authorized Representative of the Sponsor</p>										
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