Documentation and Certificate for ASRT-Approved Seminar or Conference

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. **Reference number(s), found on the ASRT approval letter.** List the individual reference numbers assigned to each activity or lecture. Reference number must be preprinted and not handwritten.
4. **Individual titles for each activity or lecture.** Use exact title listed on approval letter.
5. **Number of credits completed/awarded.** List the credit amount awarded to each activity or lecture. Credit amount must be preprinted and not handwritten.
6. **Category of credits awarded.** Category A or A+.
7. **Date.** The date the activity was attended or satisfactorily completed. Date must be preprinted and not handwritten.
8. **Activity Expiration Date.**
9. **Approval statement.** "Activity Approved by ASRT."
10. **Signature of instructor or authorized representative of the sponsor.**
11. **Participant's ASRT ID number or unique identifier.**
12. **When individual reference numbers are assigned, each reference number must be put on the certificate or a sponsor may issue separate certificates.**

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

_____

Sponsor's Name

Certifies

_____

Participant

has satisfactorily completed

ASRT Reference Number	Activity Title as listed on approval letter	Credits earned	Category	Date completed (Must be preprinted)
			☐A ☐A+	
			☐A ☐A+	
			☐A ☐A+	
			☐A ☐A+	
			☐A ☐A+	
			☐A ☐A+	
			☐A ☐A+	
			☐A ☐A+	

Total credits earned: _____

Activity Expiration Date: _____

"Activity Approved by ASRT"

_____

Signature of Instructor/Authorized Representative of the Sponsor

_____

Participant's ASRT ID Number or Unique Identifier