

Sample: Record of Course Completion

Upon completion of a course, a provider shall issue a record of course completion to a licensee (e.g., letters of verification of attendance, certificates, grade slips, and transcripts) containing the following information:

1. Name of the licensee and license number or other identification number;
2. Course title;
3. Provider name and address;
4. Board-recognized approval agency name (i.e., CAMFT)
5. Date of the course
6. Number of hours of continuing education credit; and
7. Signature of the course instructor, provider, or provider designee.

Below is a sample certificate:

<h3>Confirmation of Attendance</h3> <p><i>(Do not destroy-retain as verification of continuing education)</i></p>	
Name: _____	License Number: _____
Course title: _____	
CE hours/credits: _____	Date: _____
Signature: _____ (insert name of instructor, provider, or provider designee)	
<p><i>CAMFT-approved continuing education provider</i></p> <p>CE Provider Name Street Address, City, State, Zip Code website phone number</p>	
	