



PROVIDER COURSE COMPLETION CERTIFICATE

- (a) - **Background:** To verify whether a student has completed his/her CTEC educational requirements (whether renewing or new), all CTEC approved providers are required to provide students with a course completion certificate. Even though providers electronically submit student information to CTEC, they are required to issue course completion certificates to students who have successfully completed the course. CTEC conforms to the IRS CE standards; therefore, a course completion certificate that is issued to a CRTP must conform to both IRS and CTEC requirements.
- (b) - **Certificate Size:** No specific size requirement for the certificate.
- (c) - **Information Requirements:** The following information is required on the course completion certificate:
- (1) Full name of student (participant)
 - (2) Course name (If course is in federal studies, name should be the same as that used for federal registration.)
 - (3) CTEC course number or in the case of a bundled course each course number
 - (4) IRS-issued course number or numbers (not required for California tax courses).
Note: the type of studies; Ethics, Federal Tax Subjects or Federal update is not required, as that is reflected in the RPO course number. CA courses are obvious as they will not include an RPO number
 - (5) Number of CE hours for each course
 - (6) Course completion date
 - (7) Location of presentation (If course was not presented at a physical location, use "self-study" or "webinar" as appropriate.)
 - (8) CE provider name (Must be the same as it appears in the IRS CE provider system.)
 - (9) CE provider address (Must be the same as it appears in the IRS CE provider system.)
 - (10) Signature of the administrator or instructor
 - (11) Certificate shall include the following citation (note courses that also qualify for NASBA credit may also include the NASBA required statement): **"In accordance with the standards set forth in Circular 230 section 10.6(g)(2), CE credits have been granted based on a 50-minute hour."**

Approved December 13, 1999
CTEC Board of Directors
Responsibility: Curriculum Provider Standards Committee