

Certificate of Participation

 Appendix E



CERTIFICATE OF PARTICIPATION

Participant Name

ATTENDED

Training Title

Presenter's name and credentials

Date of event

Title of signatory

X contact hours of training
sponsored by
agency name

suggested spot
for logo

Sample Attendance Certificate- critical components

1. Participant name
2. Training title
3. Name of presenter(s)
4. Credentials of presenter(s) (if the workshop is designed for skills development)
5. Date of training
6. Signature of individual guaranteeing authenticity of the training
7. Title of signatory
8. Hours to be credited
9. Sponsoring agency name