



CTP



CTA

Sponsoring Organization Certificate of Attendance

This form serves as a certificate of attendance in the event that the sponsoring organization does not provide such a document. It is mandatory that this form be verified by a representative of the sponsoring organization through his/her completion of the lower portion of the form (the CTP or CTA may complete the upper portion of the form). It is the responsibility of the CTP or CTA to obtain this verification and completed form, along with a copy of the course agenda or other documentation reflecting the hours and content of the program.

To be completed by CTP or CTA

Name	
Date of submission	
Company	
Address	
City, State, ZIP, Country	
Phone/Fax	
Email address	

Program name	
Sponsoring organization	
Date(s) of program	
Program description (e.g., conference, webinar, seminar)	

Signature	
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To be completed by Event Sponsor

I verify this individual's hours of attendance at the program listed above.

Hours of attendance	
Printed name of sponsoring organization's representative	
Representative's title	
Representative's signature	