

Completion Certificate Requirements

Submit a copy of the **proposed continuing education activity completion certificate (See Example CE-5)**, which can be no larger than 8 2 inches by 11 inches and provides for the following information:

- a) The name, identification number and license type of the licensee.
- b) The title of the continuing education activity including its Nebraska Real Estate Commission assigned 4-digit activity approval/content number.
- c) The date(s) on which the activity was offered.
- d) The name of the Provider.
- e) A statement that the licensee was in attendance for an amount of time specified.
- f) A statement indicating satisfactory completion of the examination must appear on the certificates of courses indicating non-optional examinations as a part of the activity outline.
- g) The fact that the program is approved by the Nebraska Real Estate Commission must be clearly stated.
- h) **All information on activity completion certificates must be printed in ink and filled out completely** prior to distributing to students.

XYZ PROVIDER
Broker-Approved Training Completion Certificate

Licensee's Name: _____ Licensee's Number: _____

License Type: (salesperson or broker) Licensee's approving designated broker: _____

HAS SUCCESSFULLY COMPLETED

Training Activity Title and Content # _____ 9999T

Held in: _____ on: _____
City/State Date of Training Activity

The activity has been granted _____ hours of credit toward
my broker's required training requirement recognized by
the Nebraska Real Estate Commission.

I, hereby, certify that the above-named licensee attended and completed 100% of the training activity:

Provider Signature _____ Date _____