## G. Print a Sponsor Reported Program Certificate from Your CE Registry

Sponsors of NCERS/ NAB approved courses have up to 30 days to report your attendance to your CE Registry for any program you completed after April 1, 2018. You can visit your CE Registry to see if they have reported it and print a certificate using the following directions. Any NCERS/ NAB course within your CE Registry that has a green Recorded button next to it means it is sponsor reported. Any NCERS/ NAB course with an orange Self-Reported button means that you added the course.   Any Non-NCERS/ NAB courses will be Self-Reported, but have a green Recorded button. A certificate will only be present for Self-Reported courses if you uploaded the certificate yourself.

To print certificate for a sponsor verified course, please visit your CE Registry page.

If needed, please see the section on Finding Your CE Registry, Not Your HSE Application.

Please find the course you are looking for and click the gear button to the right of the listing and select View NCERS Completion Certificate.
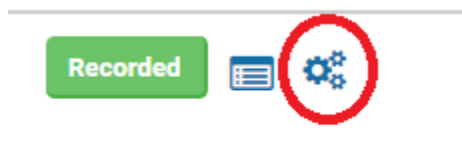
You will now be able to view and print the certificate for your sponsor reported course.

H. Run a Completed CE Report of Your CE Registry

It is possible to run a report in your CE Registry of all your completed CEs or CEs completed within a certain window of time. CEs that have been entered for a past licensing period will still be present in your CE Registry for up to 5 years. Running a report by date will allow you to narrow down the list of CEs to only those within a certain licensing period. Past CEs will be archived after 5 years. Please wait a day for any new CEs entered into your registry to appear in the Completed CE Report.

To run a completed CE report, please visit your CE Registry page.

If needed, please see the section on Finding Your CE Registry, Not Your HSE Application.

Once you are on your CE Registry page, look for the Completed CE section at the top of the registry.

If you click on View Report on the right, a new page with open up with all of the courses listed within your registry.

You can export the report to Word, Excel, or a PDF file by clicking buttons under View Report at the top.
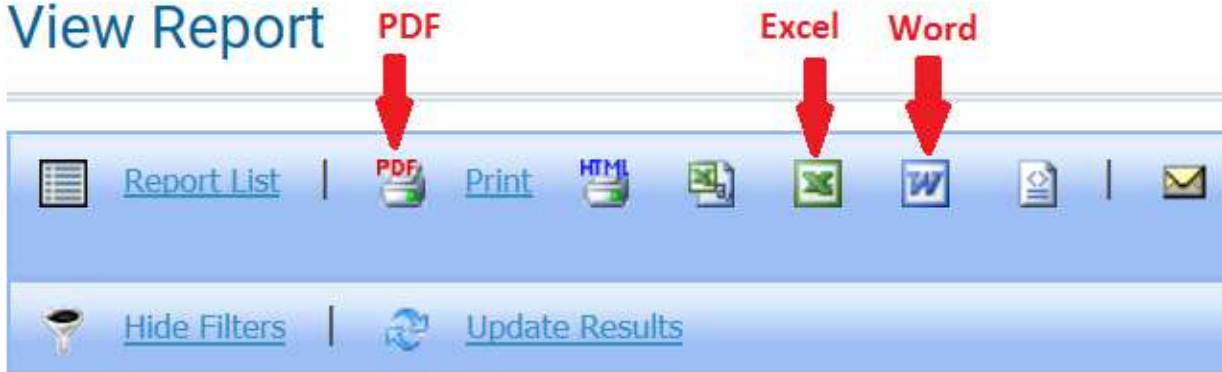
You can also fill in the Completion Dates if there is a specific range of time you want to review and then click View Report. This option will also be available once you have selected View Report. Just enter the date range and select Filter.

You do not need to send a report to your State Licensing Board. They have access to NAB's CE Registry and can pull up your CE record without you sending a report as long as you have indicated that they are one of your licensing boards. Please confirm with your state licensing board how they will verify CEs that you have earned for your licensure renewal. You can find a list of state board and agency contacts on NAB's website at www.nabweb.org/state-licensure-requirements.

See also Submitting Your CE Registry to Your State Licensing Board(s).