

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: G-9 Page: 1 of 2 Effective Date: 10/97 Revision Date: 10/99, 6/00, 10/08, 10/10, 11/12, 5/15 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 5/15
<b>Subject:</b> Certificates of Completion	
<b>Review Responsibility:</b> Associate Executive Director of Clinical Affairs	

**Policy Statement:**

Certificates of completion of continuing education activities will meet the requirements of the American Nurses Credentialing Center's Commission on Accreditation and those of individual states in which SGNA is recognized as a Provider of Continuing Education in Nursing.

**Focus:**

Participants in SGNA continuing education activities, Associate Executive Director of Clinical Affairs

**Purpose:**

To describe the process for issuing Certificates of Completion for SGNA-provided nursing continuing education offerings.

**Procedure:**

1. Within six weeks of successfully completing an SGNA-provided nursing continuing educational activity, a Certificate of Completion will be issued to the participant.
2. The certificate will contain the following information:
  - 2.1 Participant name (license number and state of licensure, if required by state)
  - 2.2 Title of activity
  - 2.3 Number of contact hours awarded
  - 2.4 Date of activity (date of completion if Learner Paced/Learner Directed activity)
  - 2.5 SGNA logo, address and telephone number of SGNA Headquarters
  - 2.6 "The Society of Gastroenterology Nurses and Associates, Inc. is accredited as a Provider of Continuing Nursing Education by the American Nurses Credentialing Center's Commission on Accreditation."
  - 2.7 For contact hours provided in the state of California: "SGNA is licensed by the California Board of Registered Nursing, Provider Number CEP 11579."
3. The Certificate will bear the signature of the Associate Executive Director of Clinical Affairs
4. Record of continuing education completion will be kept on file by SGNA Headquarters for a minimum of six (6) years from completion of the offering.
  - 4.1 Duplicate certificates for in-person educational offerings provided by SGNA Headquarters will be furnished on written request to SGNA Headquarters accompanied by a processing fee per certificate. Fees will be established by the Board of Directors, and will reflect extra charges for expedited delivery.
  - 4.2 Record of completion for nursing contact hours provided by SGNA is maintained at SGNA Headquarters. Verification of awarded continuing education or duplicate

certificate requests will be furnished on written request to SGNA Headquarters and accompanied by a processing fee per certificate.