

**ROGER D. EATON
CHARLOTTE COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER
350 EAST MARION AVENUE
PUNTA GORDA, FLORIDA 33950**

PROVIDER INFORMATION

CERTIFICATES MUST CONTAIN THE FOLLOWING:

1. THE NAMES OF THE PARTICIPANT(S)
2. THE DATE OF COURSE COMPLETION
3. THE NAME OF THE INSTRUCTOR
4. THE MANNER IN WHICH THE COURSE WAS COMPLETED (PERSONAL INSTRUCTION, VIDEO, ETC.)
5. THE CERTIFICATE SHOULD REFLECT THAT THE COURSE WAS AT LEAST FOUR (4) HOURS IN DURATION.