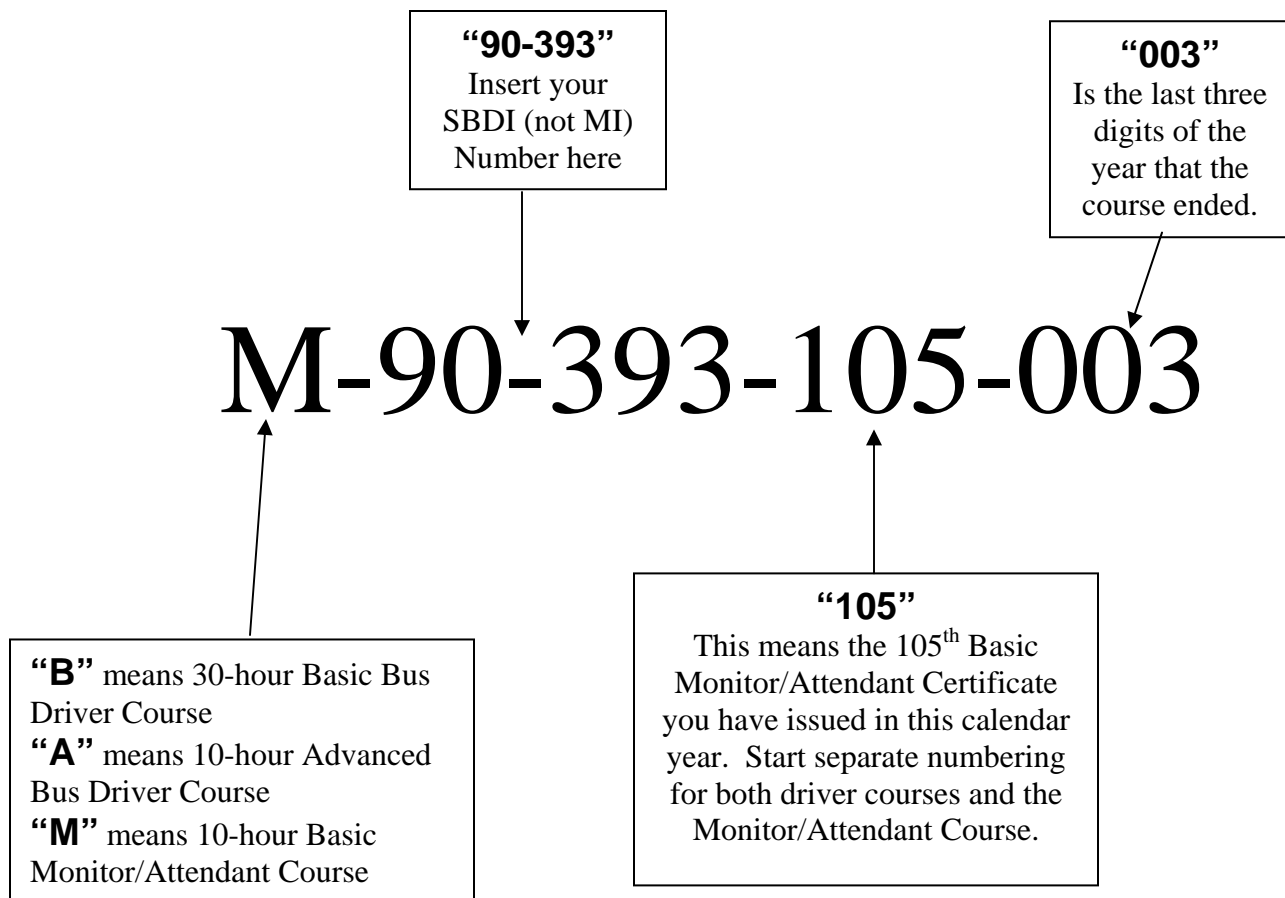


# Assigning Certificate Numbers!

Every certificate that you issue must have a unique certificate number. NYSED has a formula for assigning these certificate numbers which allows the certificate, course, and instructor to be identified just from the certificate number. Please use this formula each time you issue certificates.



This formula translates as follows. The certificate number above M-90-393-003 is a certificate granted for a 10-hour Monitor/Attendant Basic Course, taught by SBDI # 90-393, that ended in the year 2003, and this certificate is the 105<sup>th</sup> certificate that this SBDI has issued for a Monitor Course in 2003.