


Certificates of Completion

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The HBA Ambassador Program invites you to use our [HBA AP Completion Certificate - NEW.pptx](#)  to create custom Graduation Certificates for each of your Ambassadors.

How to use this template:

1. Select the appropriate template depending on how many signatories you wish to appear on the certificate
 2. Insert your company logo
 3. Add the date, month, year you wish to appear on the certificate
 4. Insert the digital signatures of all signatories on the signature lines (PNG file recommended to remove background). Add the signatory's Full Name, Ambassador Program Title (if applicable, i.e. Executive Sponsor or Champion), Company Title and Company of all signatories where indicated
 5. Save the certificate as your cohort's certificate template
 6. Enter the awardee name where indicated, then File>Safe As PDF for each individual certificate
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