



# Continuing Education Certificate Request

## How Do I Request a Certificate?

To request a certificate, follow these steps:

1. Before you request a certificate, you must have already applied and received permission for any course exemptions or PLAR credits. Together, course exemptions and PLAR credits cannot be used to meet more than 50% (or the percentage noted in the certificate description) of a certificate's requirements.
2. **You must request a certificate in writing.** Complete this Certificate Request form, or provide the required information via letter/e-mail.
3. Submit your request to the department responsible for your certificate. Contact information is listed on the reverse side of this application form. **If you provide this form by mail, you must indicate the department on the envelope.**

## How Soon Will I Receive My Certificate?

The co-ordinator will check your student records to ensure you have met the certificate requirements. If you have met all of the requirements, your certificate will be mailed to you within six weeks of you submitting your request. If there are any issues with your request, you will be contacted by phone or e-mail.

## Please print clearly.

Student ID Number	Date of Birth (for example, 01/JAN/2009)
Last Name	
First Name	Middle Name
Number/Street	Apartment
City	Postal Code
Province or Country	
Business Phone (include area code) Ext.	Home Phone (include area code)

Please provide both phone numbers so we can contact you if necessary.

E-mail Address \_\_\_\_\_ Please print clearly and use an e-mail address you check frequently.

## Please identify the certificate completed.

Certificate Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Do not complete (for internal use only).**

Certificate Granted     Certificate Denied

Comments:

\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_