



Replacement Certificate Request Form

In order for TSC Training Academy (TSCTA) to re-issue a course completion certificate, your attendance and successful completion of our training program must first be verified*. A photo I.D must be provided at the time the completion certificate is released.

To assist us in locating your record, please complete the information below:

Type of Certificate:

Course Completion Certificate

CEU Certificate

Name as it appeared on certificate _____

Employer/Agency (At time of training) _____

*Type of training/certificate: _____

Course Completion Date: _____

Contact Phone Number: _____

The fee(s) for replacement certificates are as follows:

◆ First Request- \$10

◆ Second Request-\$20

◆ Third Request-\$30

Acceptable payments for replacement requests are cash, credit card, certified check, money order and checks.

All payments for certificate replacements must be received in **FULL** before the certificate can be released.

There is a 7 business day hold on materials for check payments

For Certificate Release: Choose one option

1. I would like to Pick up on: Date _____

OR

2. Please Mail to:

Do not write below this line-Office Use ONLY

Approved: _____ Denied (provide reason): _____

Processed on: _____ Employee Initials: _____

*TSC reserves the right to decline a certificate duplication request if incomplete and/or inaccurate information is provided to locate original training record and/or third party payee for original license declines to approve request to release. REV 7/14