

Request for Certificate of Participation



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Prior to completing the last course of your certificate program, submit this form to the College of Continuing Education at Sacramento State. After the College of Continuing Education has verified completion of all required courses, you will receive a Certificate of Participation and an official Continuing Education Units/Hours CEU transcript. Upon request, an official letter of program completion will be sent to the employer, supervisor, personnel manager or association identified on the bottom portion of this form.

Processing of certificate will take approximately 4–6 week upon submission of this form or completion of the certificates program.

Please complete the following form:

Name (Last, First, Middle Initial) Date

Address City State Zip

Home Phone Work Phone E-mail

Name of Certificate Program: _____

Expected program completion date: _____ mo/year

Name as you would like it to appear on certificate: _____

If you would like a letter of commendation regarding your certificate completion sent to your employer, supervisor, personnel manager or association please provide the following information.

Employer Name Title Company/Agency

Address City State Zip

Signature Date

(By signing you are authorizing the release of personal academic information to the employer listed above.)

Please submit the completed form to: Sacramento State, College of Continuing Education, Information and Registration Services, 3000 State University Drive East, Sacramento CA 95819-6103 or email to **cceonlinereg@csus.edu** or fax to **(916) 278-4601**.

OFFICE USE ONLY

_____ # of CEUs awarded _____

_____ Month/year of completion Program Name
(As it is to appear on certificate)

_____ Program Unit Signature Date