CSC
Training Academy

CEU/TRANSCRIPT REQUEST FORM.

Please read the instructions carefully and choose if you need a CEU request form or Transcript request form.

☐ **CEU REQUEST FORM**

☐ **TRANSCRIPT REQUEST FORM**

Please print clearly. Fields that are required to submit this form successfully are denoted with a red asterisk **(*)**. To be considered eligible to receive Continuing Education Units (CEU) or transcript, ALL students must fill in all required fields, sign and return to the course instructor or the CSC Training Academy Administrative staff, or by email to adiaz.cscta@gmail.com. **Failure to provide all required information, provide signature or return to CSC Training Academy may result in delay or non-issuance of course CEUs or Transcript.**

It is the policy of CSC Training Academy that each attendee must successfully complete all criteria for the course in order to be eligible to receive CEUs or Transcript for an eligible event.

Completion requirements include:

- 100% attendance for the course.
- Completion of Continuing Education and Training Registration Form.
- Active participation in all class activities (determined by course instructor).
- Completion of required pre-and post-quiz assessment.
- As applicable, achievement of minimum passing score on required end-of-course examination.
- Participation and submittal of end-of-course *Professional Development Evaluation* form (must provide name on form to receive credit).

Course Information:
Course Title: **Start Date:** **End Date:**

Student Information:
*Name:_____
Last First Middle Initial
*Mailing Address: _____
Street City State/County Zip

I *certify that the statements made on this form are correct. I agree to comply with all CSC Training Academy CE/T policies and that it is my responsibility to review and adhere to all criteria to be awarded CEUs for an eligible course. I further understand that I will not immediately receive a CEU course completion certificate/card. Only upon CSC Training Academy's review and verification of all CEU course completion will a CEU course completion certificate/card be issued. CSC Training Academy will notify all students in writing of their CEU eligibility no more than 15 business days after the conclusion of the course. All written correspondence will be sent to the above address that I have provided. I have received a copy of this form outlining CSC Training Academy and IACET CEU course completion requirements.*

*Signature_____ *Date_____