Credential Request Form

To request a Continuing Education credential (certificate or certificate of completion), follow these steps:

1. Make sure you 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 program description) of a program's requirements.
2. Complete this form, and submit it to the department responsible for your program by email or mail. (Department contact information can be found at coned.georgebrown.ca/contact-us/continuing-education-contacts.) If you provide this form by mail, you must indicate the department on the envelope.

The department co-ordinator will check your student record to ensure you have met the program requirements. If you have met all the requirements, your certificate/certificate of completion 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 email.

The personal information on this form is collected under the legal authority of the *Ministry of Colleges and Universities Act*, R.S.O. 1990 Reg. 770. The information is being collected for the purposes of admission and administration decisions as outlined by the *Freedom of Information and Protection of Privacy Act* of Ontario Sections (38)(39).

PERSONAL AND CONTACT INFORMATION (print clearly)

Name (full legal name)

Date of Birth (dd/mm/yyyy)   Student ID Number (if you have one)

Street Address

City   Province   Postal Code

Home Phone Number   Cell Phone Number   Other Phone Number

Email Address (provide one that is checked frequently)

CREDENTIAL DETAILS

Title of Credential Requested

Signature   Date

DEPARTMENT NOTES (internal use only)

❑   Granted   ❑   Denied

Comments

Signature   Date