



Date: _____

Transcript/Certificate Request Form

All transcripts and certificates will be completed within 3-7 business days from date received. There is a \$10.00 processing fee for each Official Program Transcript, \$12.00 fee for each Official Itemized Transcript, \$12.00 fee for each Program Certificate, and a \$7.00 fee for each Award of Completion.

NAME: _____ STUDENT ID: _____
as you would like it to appear on your transcript/certificate

ADDRESS: _____

PHONE #: _____ SS#: _____

Official Transcript Request

_____ Program Transcript \$10.00--Please fill in which program completed: _____

_____ Itemized Transcript of all hours \$ 12.00

_____ CEU Transcript \$5.00 --Please fill in which class(es) completed: _____

Award of Completion Request

_____ Award of Completion \$7.00--Fill in which *class* completed: _____

Certificate Request

_____ Program Certificate \$12.00 --Please fill in which *program* completed: _____

Please indicate which action you would prefer, when your document is ready:

_____ Call me at the number noted above for PICK-UP

_____ MAIL to address noted above (postage \$0.88)

_____ MAIL official transcript to NCBTMB (postage \$0.44)

Total Fee of \$ _____

_____ PAID

_____ NOT PAID