



# RECORDS REQUEST & CERTIFICATE COPY

Email request to: SCALA@scassistedliving.org or you may fax to: 803-753-9296

Mail to: SCALA, 110 Ministry Dr, Ste. D, Irmo SC 29063. Phone: 803-851-6308

If you have lost a copy of your certificate issued for a class or conference, effective July 1, 2019 you must submit this form to request and pay for a certificate copy. Please allow 5 business days for us to research and locate a copy of your certificate. Payment must be made at time of request and you must know the title of the seminar and date to request a copy. We do not keep ceu's recorded by individual name but have to look up per individual seminar or conference. Please provide email address for receipt and copy of certificate which will be emailed.

Please print or type all information below. **You may fax your form securely to (803) 753-9296 if paying by credit card.** Payment must accompany request form.

NAME \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Title of seminar/conference you request a certificate copy of:	Date of seminar:
1. _____	_____
2. _____	_____
3. _____	_____

Member rate—\$15 per certificate

Non-member rate- \$25 per certificate

## PAYMENT INFORMATION:

Total Amount due for all certificates \$ \_\_\_\_\_

Check enclosed

Please charge VISA/MasterCard/American Express/Discover

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Approval Signature \_\_\_\_\_