

Request for Certified Copies of Continued Professional Education Courses

(Courses that have been approved by Colonial IU20
and Pennsylvania Department of Education and offered for Credit.)

Name: _____

Other Names (if applicable): _____

Address: _____

Previous Address(es): _____

1. Name of Course: _____

Date of Course: _____ Year of Course: _____

2. Name of Course: _____

Date of Course: _____ Year of Course: _____

3. Name of Course: _____

Date of Course: _____ Year of Course: _____

For Each Course Requested: _____ x \$5.00 each = _____

of Courses Requested

TOTAL

- Please submit a check for the TOTAL amount.
- Make check payable to: CIU20.
- Mail to: Curriculum Services, CIU20, 6 Danforth Drive, Easton, PA 18045.
- You will be provided with a “certified copy” of the requested course letter(s).

Please Note:

- ❖ CIU20 does not provide *sealed transcripts* for CPE courses. The certified copy is proof that you attended and earned the credits.
- ❖ CIU20 only provides certified letters for courses provided through CIU20; courses provided by other IU’s or colleges/universities should be requested from those entities.

For Office Use Only: Completed and mailed on

Please use other side of page if you need to provide more information. 