

**Request for Official Credit Letter**

To request an official copy of a CPE course letter, please print and complete this form and return the form to the Midwestern Intermediate Unit IV (Attn: Cheryl Pilch) at 453 Maple Street Grove City, PA 16127, with your check payable to the "Midwestern Intermediate Unit IV" for \$20.00 for each letter.

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME AT TIME OF COURSE COMPLETION: \_\_\_\_\_

ADDRESS AT TIME OF COURSE COMPLETION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ 7 DIGIT PERSONNEL I.D.: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF COURSE(S) COMPLETED FOR WHICH YOU ARE REQUESTING LETTER(S), DATE OF COURSE COMPLETION, AND COURSE NUMBER IF KNOWN.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please allow 2 – 4 weeks for your letter(s) to be mailed to you. Thank you.

**MIU IV USE ONLY:**

Check # \_\_\_\_\_  
Amount \_\_\_\_\_  
Letters Mailed On \_\_\_\_\_