

Attendant/Monitor Lost Certificate Form

REQUESTS WILL ONLY BE ACCEPTED BY THE INDIVIDUAL WHO TOOK THE COURSE.

Course certificates are the property of the Attendant/Monitor. Keep the original and let your employer keep a copy for your personnel file.

- If you took an Attendant/Monitor Basic 10-hour course **before 2004**, it was not a course that meets the Monitor Basic Course SED requirement.
- Please fill out this form on your computer or PRINT clearly if hand written.
- Include as much information about the attendant/monitor and course taken as you have available to you.
- Name and last 4 digits of the SS# must match what they were AT THE TIME OF THE COURSE!

• REQUESTS WILL BE PROCESSED IN THE ORDER THEY ARE RECEIVED.

GIVE US AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:

First name: _____ Middle Initial: _____ Last name: _____

Last 4 digits of Social Security Number: _____

Approximate course dates: _____

Course Location: _____ Instructor name: _____

We are PROHIBITED from mailing the certificate to anyone other than the Attendant/Monitor.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

PTSI and New York State Education Department DO NOT charge for replacement certificates

Attendant/Monitor Signature: _____ Date: _____

If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued.

Please complete this form and email it to PTSI at info@ptsi.org.
OR mail it to PTSI: 10 Adler Drive, Suite 102, East Syracuse, NY 13057

FAXES WILL NO LONGER BE ACCEPTED.