

REQUEST FOR DOCUMENTATION OF WORKPLACE TRAINING

This form is used to request official documentation of successful completion of workplace or volunteer training for prior learning credit. For credit to be awarded, training experiences must be preapproved for credit from Granite State College. For fee information and a complete list of approved experiences, please visit <http://ls.granite.edu/?p=2957>.

✓ **If You Have Workplace Training Evaluated and Recommended for Credit by the National College Credit Recommendation Service or Granite State College:**

- Complete this form and submit it to the appropriate training sponsor to request official documentation. Documentation must be in the form of either an official transcript or a letter on the organization's letterhead.

✓ **If You Have Workplace Training Evaluated and Recommended for Credit by the American Council on Education:**

- Please order an ACE transcript and have it sent directly to the Granite State College Undergraduate Admissions Office.

✓ **If You Have a Professional License or Credential:**

- Please fill in the applicable information below, and provide the web address (link) to the credential issuer's public database. The Undergraduate Admissions Office will use this link to confirm your credential:

Training Sponsor:

Please send documentation of successful completion of training to Granite State College in the form of either an official transcript or a letter on your organization's letterhead with the requested information.

Granite State College
Undergraduate Admissions Office
25 Hall Street
Concord, NH 03301

You may also send this documentation electronically to: gsc.admissions@granite.edu

Student:

Please fill in the following information for your documentation:

Current Name: _____

Your name at the time the training was completed, if different from current name:

Current Address: _____

Phone Number: _____

Email Address: _____

Name of Training Sponsor: _____

Title of Training: _____

Date(s) Training Was Held: _____

Name of Issuing Body for Professional License or Certification:

Title of License or Certification: _____