



Chester County Intermediate Unit #24
Continuing Professional Education
Duplicate Letter Request

To request an official copy of a Continuing Professional Education (CPE) course letter, please complete this form. The fee *per course* is \$10.00 for the first copy and \$5.00 for each additional copy. Return the completed form with a check made payable to “CCIU” and a SASE to the (Attn: CPE Secretary), 455 Boot Road, Downingtown, PA 19335. Allow 2 – 4 weeks for your letter(s) to be mailed to you.

Date of Request: _____

Name: _____

Your name at the time of course completion: _____

Address at time of course completion: _____

Social Security number (last four digits ONLY): _____

Telephone number: _____

E-mail address: _____

Name of course(s) completed for which are requesting letters:

Date of course completion (if multiple course titles listed above, please include completion date by title):

Thank you!

FOR CCIU USE ONLY:

Date Received: _____

Check number: _____

Amount: _____

Letters Mailed on: _____