

INTERMEDIATE UNIT 1
Request for Duplicate or Replacement Letter

Intermediate Unit 1 One Intermediate Unit Drive Coal Center PA 15423 724-938-3241 Fax 724-938-8722

Instructions:

There is a \$10.00 processing fee for each course or workshop. Payment must accompany this form. Payment should be made payable to IU 1 General Fund. Submit completed form with payment to the IU 1, attn: Lil Mickens. Incomplete forms, or forms without the processing fee, will not be processed.

Today's Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

PDE Professional Personal ID: _____

(Retrieve from PDE Website – <http://www.pde.state.pa.us/> - forms without PDE ID# cannot be processed)

Course or Workshop attended:

Dates: _____

Instructor: _____

Reason for request: _____

Did you complete and fully comply with all the requirements of the activity?

Yes No Don't Know

NOTE: Replacement letters for each course or workshop will include 2 sealed copies for each course or 2 unsealed copies for each workshop.

Received Date _____ Completed Date _____