

Student Service Record Certificate Request Form

Student Name: _____

Date: _____

Email Address: _____

Phone Number: _____

Will you be exiting the program or will you continue to log hours?
(type a "Y" in the box you want to select)

Continue to Log

Exit Program

The service sites you have logged hours with will appear on your certificate. You will receive a draft of your certificate via email to approve before we print.

Once you approve your certificate draft, please allow up to two weeks for your request to be completed.

(to insert your signature click on the text fields below and select the Insert tab → Auto Text → Signature)

CCBLR staff use only:

Date Received: _____

Time Received: _____

Staff Name: _____

SSR Intern use only:

Date Draft Sent: _____

Date Participant Approved: _____

