NWTC Certificate Completion Request Form

I have completed the series of course in the _____ Certificate and would like to receive my Certificate.

Please check one:

☐ I completed all of the courses in the Certificate at Northeast Wisconsin Technical College.

☐ I completed at least 25% of the courses in the Certificate at Northeast Wisconsin Technical College. I completed some of the courses at another technical college. (*Please contact those colleges and have your transcripts sent to:* Northeast Wisconsin Technical College, Serves for students, P.O. Box 19042, Green Bay, WI 54307-9042.)

_____
Last Name First Name Middle Initial

_____
Mailing Address Street City State Zip code

Phone Number_____ _____
Day Eve

_____ _____ _____
Student Number National ID Number E-Mail Address

With your permission, (sign below) we would like to send notification to your employer that you have successfully completed a Certificate at Northeast Wisconsin Technical College. ***Please check one:***

☐ Please notify my employer of my accomplishment. Place of Employment: _____
To the Attention of: _____
Mailing Address: _____
_____

☐ Do not notify my employer.

Signature_____ Date_____

Questions? Call Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431.

Please send this form to:
Donna Meves, Flexible Learning Manager, NWTC
2740 W. Mason St., P.O. Box 19042, Green Bay, WI 54307-9042

For Office Use Only

☐ Transcript records show that s/he HAS completed the required courses in the Certificate listed above.

☐ Transcript records show that s/he HAS NOT completed the required courses in the Certificate listed above. The student is missing:

Course#_____ Course#_____

Certificate issued:_____yes _____no _____mailed Initials_____Date _____