

## Monitor/Attendant Lost Certificate Request

Individual making request: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Course certificates are the property of the monitor/attendant. Keep the original and let your employer keep a copy for your personnel file.**

Records exist for school bus monitors and attendants who took the 10-hour Basic Course. If you took a course **before 2004**, it was not a course that meets the Monitor Basic Course SED requirement.

Please complete this form and **fax it to PTSI at 315-475-5033**.

If you do not have a fax available, mail the completed form to: **PTSI  
10 Adler Drive, Suite 102; East Syracuse, NY 13057**

Include as much information about the monitor/attendant course taken as you have available to you.  
**Please PRINT clearly.**

Name and last 4 digits of the SS# must match what they were **AT THE TIME OF THE COURSE!**

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last name: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

Give us as much of the following as you know: Approximate course dates: \_\_\_\_\_

Course Location: \_\_\_\_\_ Instructor name: \_\_\_\_\_

If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued. **Be sure to have the individual who took the course sign below.**

Please identify the name and address for the certificate to be mailed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Monitor/Attendant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_