

Attendant/Monitor Lost Certificate Form

Individual making request: _____ Phone: _____

Email address: _____

Course certificates are the property of the bus driver. Keep the original and let your employer keep a copy for your personnel file.

- If you took an Attendant/Monitor Basic 10-hour course **before 2004**, it was not a course that meets the Monitor Basic Course SED requirement.
 - Please fill out this form on your computer or PRINT clearly if hand written.
 - Include as much information about the attendant/monitor and course taken as you have available to you.
 - Name and last 4 digits of the SS# must match what they were AT THE TIME OF THE COURSE!
 - **PLEASE ALLOW 7 BUSINESS DAYS TO PROCESS THIS REQUEST.**
-

GIVE US AS MUCH OF THE FOLLOWING AS POSSIBLE:

First name: _____ Middle Initial: _____ Last name: _____

Last 4 digits of Social Security Number: _____

Approximate course dates: _____

Course Location: _____ Instructor name: _____

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

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

*Be sure to have the **individual who took the course** sign below.*

Driver Signature: _____ Date: _____

If records exist to show that this individual did take the course identified above, a duplicate certificate will be issued.

Please complete this form and **email** it to **PTSI at info@ptsi.org**.
OR mail it to **PTSI: 10 Adler Drive, Suite 102, East Syracuse, NY 13057**