

# Attendant/Monitor Lost Certificate Form

**REQUESTS WILL ONLY BE ACCEPTED BY THE INDIVIDUAL WHO TOOK THE COURSE.**

Course certificates are the property of the Attendant/Monitor. 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 AT LEAST 7 BUSINESS DAYS TO PROCESS THIS REQUEST.**

GIVE US AS MUCH OF THE FOLLOWING INFORMATION AS POSSIBLE:

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

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

Approximate course dates: \_\_\_\_\_

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

**We are PROHIBITED from mailing the certificate to anyone other than the Attendant/Monitor.**

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

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

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

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

**PTSI and New York State Education Department DO NOT charge for replacement certificates**

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](mailto:info@ptsi.org)**.  
**OR mail** it to **PTSI: 10 Adler Drive, Suite 102, East Syracuse, NY 13057**

**FAXES WILL NO LONGER BE ACCEPTED.**