

REQUEST FOR CERTIFIED PUBLIC ADMINISTRATORS RECERTIFICATION CREDIT

This form was developed for your convenience in reporting continuing education credit to the University of Tennessee's County Technical Assistance Service (CTAS).

Recertification credit request is for fiscal year _____

(Please print or type this form)

Sponsoring Organization

Number of Instructional Hours

Program Dates

Program Location

Title of Program (Conference, Workshop, Meeting, etc.)

Instructor/Presenter

Program Contact Person/Phone Number

Description of Activity, Content and/or Event

Description (Continued)

I hereby certify that I have attended the professional activity listed above. Furthermore, I am aware that any misrepresentation by me may negatively affect my designation as Certified Public Administrator.

Date: _____

Signature

Name

Six Digit Student ID Number

County

Mailing Address

City/State/Zip

INSTRUCTIONS

1. Complete this form in its entirety.
2. Attach a copy of the program brochure, outline and/or agenda.
3. Fax this form and documentation to 615/532-3659

Or

Mail this form and documentation to
The University of Tennessee
County Technical Assistance Service
226 Capitol Blvd., Suite 400
Nashville, Tennessee 37219
Attn: Re-certification

4. Keep a copy for your records.

IMPORTANT

All recertification credit requests and supporting documentation must be received and processed by the University of Tennessee's County Technical Assistance Service on or before June 30.

In order to ensure your request is processed in a timely manner, submit information on or before June 20.

Requests for re-certification credit received after the June 30 deadline will not be honored.

THE UNIVERSITY of
TENNESSEE 
COUNTY TECHNICAL
ASSISTANCE SERVICE

615/532-3659 (fax)
615/532-3555 (phone)
www.ctas.tennessee.edu