

Request for

**Completion of Approved Continuing Teacher and Leader
Education (CTLE) Hour(s) Certificate**

from Professional Development Institute (PDI) Sponsor # 23352

STEP 1

Please complete:

First and last name:
Course title(s) and completion date(s):
Email address where you would like the completed certificate sent:

*****Please note that the certificate will only be issued after a final grade for your course has been issued. You must complete all course requirements and receive a final grade before submitting a request for this certificate. Certificates will only be issued to those NYSED participants who have successfully completed all course requirements upon receiving their final course grade.***

STEP 2

Please completion Section I of the form below.

STEP 3

Save this entire document (2 pages) and email a copy to caryn@webteaching.com, or print this entire document (2 pages) and fax to 949-872-2211 to the attention of Caryn Chavez.