

Request for Replacement Documentation – No Charge

August 2020

Use this form to request copies of documents contained within your Career Development file.

Copies of the documents you have provided to The Nevada Registry at the time of application or renewal are provided at no charge. Do not use this form to request a copy of your Registry membership certificate. Log in to your Online Portal account to download and/or print your current certificate.

Important! Training data is added to your account in one of three ways: 1) Certificates of Completion that you have submitted; 2) Imported Online Training from CCEI and ProSolutions Training; and 3) Verified Attendance from trainers. **Copies of certificates that you submitted with your initial application and subsequent membership renewals have been digitally archived and saved to your account. Replacement copies can be provided upon request. All others must be requested from the trainer/organization.**

Check all that apply:

- Training Certificates
 - All certificates contained within in my file.
 - Specific certificate(s). Please list: _____
- Other: _____

Note: All requested documentation will be sent electronically via email **within three business days to the email address on file in your Nevada Registry membership account.** If an email address is NOT associated with your account, your request cannot be fulfilled. If applicable, contact our office at nevadaregistry@washoeschools.net to provide an email address **prior to submitting this form.**

Personal Information

Full Name

/ / (mm/dd/yyyy)

Date of Birth (required for verification purposes)

Registry ID #

() _____

Contact Phone Number

I certify that the information provided is true and correct. I give The Nevada Registry permission to send the documents I have requested electronically to the email address on file in my membership account. I understand that The Nevada Registry is not responsible for undelivered messages due to invalid email address, full mailboxes, spam filters, etc.

Signature: _____

Date: ____/____/____

Email this form to: nevadaregistry@washoeschools.net

