

Request for Training Verification Letter and Transcript

To receive a training verification letter and transcript, please provide the following information:

(PRINT ONLY)

Name

SSN#

Address

Date of Birth

City

State

Zip Code

ACA Membership# (if applicable)

Telephone Number

Email Address

Course(s) Completed: Provide the title of the course, type of course/program (print, online, Corrections Certification Program, and Leadership Program), and the date of completion.

Course or Certification Title	Type of Course/Program*	Date Completed

(Attach additional sheet if necessary)

*When you list the course/program, please use the following codes: **PRT** = Print, **OCA** = Online courses, **CCP** = Corrections Certification Program or **LSP** = Leadership Program. **Note: If you completed the training prior to 2000, please attach copies of your certificates.**

To have your training verification letter and transcript sent to the college/university in a sealed envelope, please provide the following information.

Name

Address

City

State

Zip Code

Please **mail this request** to:

American Correctional Association
Professional Development Department
ATTN: College Credits
206 N. Washington Street, Suite 200
Alexandria, Virginia 22314

Once your course work is verified, ACA will send the letter of training verification and the transcript to the college/university in a sealed envelope. A copy of the letter of training verification and transcript will be sent to you on the same day.

Note: The verification of your course work will take no more than two weeks from the date ACA receives this form.

If you have any questions, please contact the College Credit Coordinator at 1-800-222-5646, ext. 0170 or collegecredits@aca.org.