

**ATTENTION: Process Express Items within 24 hours!!!**

# Special Request Form

## Prior Course Information

*Please type or print clearly.*

Course Title(s) \_\_\_\_\_

Course Date(s) \_\_\_\_\_ Workshop City \_\_\_\_\_

In Person

Textbook

Online

Videotape

CD-Rom

DVD

## Registrant Information

Name of Registrant \_\_\_\_\_

*This name will appear on your certificate.*

Mailing Address \_\_\_\_\_

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

Contact phone \_\_\_\_\_ Fax \_\_\_\_\_  
*Area code Area code*

E-mail \_\_\_\_\_

## Special Request Options

*(Express media and express certificate requests will be completed within 2 business days of receiving faxed or mailed form.)*

___ Express Media	\$23.00
___ Express Certificate	\$19.00
___ Certificate Reproduction	\$5/each
___ Contact hour verification letter	\$20 (for multiple workshops)

Make checks payable to  
*Board of Regents.*

Please charge my: ___ MasterCard    ___ VISA	
___ Discover        ___ American Express	
Card No. _____	
Expiration Date	<b>Security Code</b> Signature as it appears on your card

**Mail or fax your request to:**  
CASAT/279  
University of Nevada, Reno  
Reno, NV 89557-0204  
Toll free: 866.617.2818  
Phone: 775.784.4707  
Fax: 775.784.1840