



Helping schools excel ♦ Helping children learn

Berks County Intermediate Unit  
An Educational Service Agency

### Continuing Professional Education Duplicate Letter Request

To request an official copy of a Continuing Professional Education (CPE) course letter, please complete this form. The fee is \$5.00 per letter. Return the completed form with a check made payable to "BCIU" Attn: CPE Secretary, P.O. Box 16050, Reading, PA 19612-6050. Allow 2 – 4 weeks for your letter(s) to be mailed to you.

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_

Your name at the time of course completion: \_\_\_\_\_

Present address: \_\_\_\_\_

Social Security number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name and date of course(s) completed for which you are requesting letters:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you!

FOR BCIU USE ONLY:

Date received: \_\_\_\_\_

Check number: \_\_\_\_\_

Amount: \_\_\_\_\_

Letters mailed on: \_\_\_\_\_