

Request To Add External Training to University Transcript

1. Complete the form below and save a copy to your local hard drive.
2. Scan the Certificate of Completion you received at the end of the training.
3. Send a copy of the scanned certificate plus this completed form to Atkins University at learn.na@atkinglobal.com .

- * Send one form for each course
- * Submit for external training courses only. Courses taken through Atkins University vendors are automatically added to your record.
- * College courses taken for credit are not reported.

Course Name: _____

Provider: _____

Duration/PDHs Awarded: _____

Completion Date: _____

Type of Training (check one): Instructor-led Online

Category (select one) :

Please provide a brief description of the course in the space below. If you attended a conference that hosted small group sessions, please note each session separately noting the duration(s) for each. Hours submitted must equal total number of hours noted on certificate.