



## Continuing Education Documentation Request Form

Please fill out the information below and email to [continuinged@ico.edu](mailto:continuinged@ico.edu) or fax to 312-949-7383

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Type of documentation needed (check all that apply):

\_\_\_\_\_ CE Certificate      \_\_\_\_\_ Receipt of payment      \_\_\_\_\_ CE Exams

\_\_\_\_\_ CE Handouts      \_\_\_\_\_ Other (please specify below)

For the following event:

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Topic(s)/Speaker(s): \_\_\_\_\_

Documentation should be:

\_\_\_\_\_ Mailed      \_\_\_\_\_ Faxed      \_\_\_\_\_ Emailed

Special instructions/requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requests may take up to 5 business days to complete.