

# CE Records Request Form



## Continuing Education Transcripts

Live courses completed at Southern California College of Optometry will be recorded to your Continuing Education Transcripts. Transcripts are available for purchase for a fee of \$25.00 and may be requested by completing and submitting the following form. For your convenience, CE Transcripts may also be purchased online via the [CE Portal](#).

**CE Transcripts will not reflect any coursework taken at SCCO toward a doctor of optometry degree. To request a university transcript, please contact the Department of Student Affairs.**

## Continuing Education Records Certificates, Confirmations, & Receipts

Course certificates, confirmations, and receipts will be reissued at no additional cost within 6 months of course completion. Any records requested past the 6-month deadline may be provided for a fee of \$25.00 per record. Alternatively, you may purchase a CE Transcript at a flat rate of \$25.00. To request a copy of your records, please complete and submit the following form.

## Personal Information

Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt#: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Payment Information

Name: \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Note: This form is electronically fillable. Please do not submit a photo copy of your completed form.

## Records Requested

CE Transcript

CE Certificate of Completion

CE Confirmation of Registration

CE Payment Receipt

Please provide the course title(s) and date(s) that pertain to the requested materials:

---

---

---