# O K L A H O M A S T A T E U N I V E R S I T Y

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|  | **C**OLLEGE OF **E**NGINEERING, **A**RCHITECTURE AND **T**ECHNOLOGY  CEAT Professional Development  5202 North Richmond Hill Drive  Stillwater, OK 74078  405-744-5714: Fax: 405-744-8802 |

Training Records Release Form

Your employer is responsible for payment of this class, and as the responsible party, needs copies of training records in order to meet their training goals. OSU CEAT Professional Development considers this employee information confidential and will not release information other than to your employer. Please fill out the form completely and return this form to OSU CEAT Professional Development, 5202 Richmond Hill Drive, Stillwater, OK 74078 before class begins or before examinations are administered.

I, the undersigned individual, do allow and request OSU Professional Development to send my training records to my employer as listed below.

Student Full Name:

Preferred Mailing Address for Certificate and Training Reminders:

Street/PO Box:

City:

State:

Zip Code:

Email:

Class/Course Name: Date:

By signing below, I understand that I am complying with the terms listed above and it is necessary to comply before I am allowed to attend training or complete any examinations.

Student’s Signature: Date:

*OSU Student Version 9/2019*