

TRAINING CONTACT HOUR (TCH) TRANSCRIPT REQUEST FORM

To all licensed New Jersey water and wastewater operators who have attended courses offered by the Rutgers/NJAES Office of Continuing Professional Education approved for Training Contact Hours (TCHs).

The September 30, 2015 deadline for earning TCHs is fast approaching. If you anticipate requesting a transcript of the courses you have attended between October 1, 2012 and September 30, 2015, please use this application form. Allow ten (10) business days for processing and include a \$5.00 fee to cover processing and mailing costs. Please make your check payable to: **Rutgers, The State University of New Jersey** and mail the request to:

Rutgers/NJAES Office of Continuing Professional Education
102 Ryders Lane, New Brunswick, NJ 08901-8519
Attention: Claudine Oleskin

Please note that your transcript will only indicate the courses you took through the Office of Continuing Professional Education.

**If you have any questions, please contact Carol Broccoli at 848-932-7207 or
Claudine Oleskin at 848-932-7204.**

TCH TRANSCRIPT REQUEST FORM

Date _____

Name _____

Address _____

City _____

State _____

Zip _____

Phone # _____

Date Mailed _____