



Training Department Questions and Transcripts Requests

****If you are requesting copies of your training history please note there a \$25 fee. You can use cash, check (payable to The Arc Prince George's County), or money order. You MUST also be a current Arc Employee to be eligible for a copy of your transcripts. Allow 5-7 business days to complete your request. The transcript provided is a history of your classes and NOT a certificate (which is initially given for all certifications upon completion of trainings).**

****IMPORTANT NOTES: WHEN BRINGING PAYMENT TO THE OFFICE THE CASHIER DOES NOT ANSWER ANY QUESTIONS BUT IS ONLY RESPONSIBLE FOR TAKING YOUR PAYMENT. ALL QUESTIONS NEED TO BE FORWARDED TO bramnarine@thearcofpgc.org**

Name: _____ (Write clearly and legibly)

Date: _____

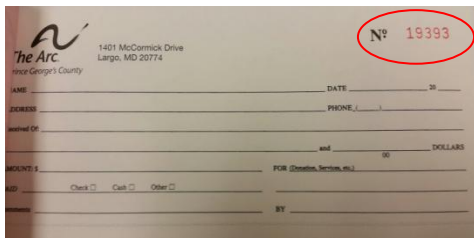
Question or Documentation Request: _____

Contact Number: _____

Email Address: _____

Receipt Number for transcript payment (located at the top right corner of Arc receipt)

Receipt No. _____



Please make sure to leave a good contact number and a clearly written email address. If you are trying to register for trainings ask the receptionist for directions or you may visit our website for a copy of the training calendar at http://www.thearcofpgc.org/staff_training.html

Thank You,
Belinda Ramnarine, MCP
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bramnarine@thearcofpgc.org