



**Mission:** To inspire lifelong learning and leadership through experience, excellence, and innovation.

**Vision:** Transforming the future through innovative learning.

**Values:** We value learner success, integrity, respect, community, excellence and innovation.

## REQUEST FOR REPLACEMENT CONTINUING EDUCATION CERTIFICATE/COMPLETION LETTER

First Name:	Middle Name(s):	Last Name:
Address:		City:
Province:	Postal Code:	Telephone:

☐ 4<sup>th</sup> Class Power Engineering Part A, Completion Letter  
☐ Online 02 2457 CCR 47060

☐ 4<sup>th</sup> Class Power Engineering Part B, Completion Letter  
☐ Online 02 2458 CCR 47060

☐ 3<sup>rd</sup> Class Power Engineering Part A, Completion Letter  
☐ Part A Section 1, 02 2453 CRLCR 47060  
☐ Part A Section 2, 02 2453 CRLCR 47060

☐ 3<sup>rd</sup> Class Power Engineering Part B, Completion Letter  
☐ Part B Section 1, 02 2453 CRLCR 47060  
☐ Part B Section 2, 02 2453 CRLCR 47060

☐ Production Field Operator Certificate 02 2462 CRLCR 47060  
☐ Fired Process Heater Operator Completion Letter 02 2464 CRLCR 47060  
☐ Steam Lab 4th Class Completion Letter 02 2440 CRLCR 47060  
☐ Air Brake Certificate Replacement

Course Completion Date:

(If requesting multiple letters, indicate date for each course).

Please submit completed form to [conedregistration@lakelandcollege.ca](mailto:conedregistration@lakelandcollege.ca). To make payment, please call 780.871.5712 after you have submitted the form.

A \$30 fee for each certificate/completion letter is required. Certificates/letters will not be issued until payment is received. Please allow up to 20 business days for processing.

Method of Payment:

☐ Cash  
☐ Credit Card  
☐ Debit

☐ Cheque  
☐ Money Order

**NOTE:** Replacement completion letters can be requested up to 7 years after course completion date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Lakeland College complies with the *Freedom of Information and Protection of Privacy Act* of Alberta. Information collected on this form is collected under the authority of Section 33(c) of the Act for the administration of the Power Engineering program. This information is used in the normal course of College operations in accordance with this legislation. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator (780-853-8524; [FOIP@lakelandcollege.ca](mailto:FOIP@lakelandcollege.ca)).