BUILDING DIVISION CERTIFICATION EXAM & RENEWAL PAYMENT REQUEST

Employee Name: _____

Employee Supervisor Name: _____

INSTRUCTIONS:

1. Employee – Complete the Certification Exam & Renewal Request form (except for the shaded areas).
2. Employee – Submit form to direct supervisor for approval and signature.
3. Employee – Submit form to Juana Aguilar.
4. Juana Aguilar submit form to Building Division Analyst to receive vis code for purchase.
5. Juana Aguilar & Employee – Schedule a date and time to process certification exam or renewal payment.

CERTIFICATION EXAM PAYMENT REQUEST				
CERTIFICATION EXAM TYPE & NAME	**CERTIFICATION CODE**	**CERTIFYING AGENCY**	**REGISTRATION COST**	**PAYMENT DATE**

CERTIFICATION RENEWAL PAYMENT REQUEST				
CERTIFICATION TYPE & NAME	**CERTIFICATION CODE**	**CERTIFYING AGENCY**	**RENEWAL COST**	**PAYMENT DATE**
		Tax		
		Shipping		
		Total		

STAFF MEMBER	SIGNATURE	DATE
Employee		
Employee Supervisor		
Director/Designee		

Vis. Code: __ __ __ – __ __ – __ __ __ __ __ __ – __ __ __ __