

Ordering Your Transcripts for UCLA Center For Prehospital Care Programs *and Answers to Frequently Asked Questions about Ordering Transcripts*

STANDARD PROCESSING OF TRANSCRIPT/VERIFICATION OF COURSE COMPLETION REQUESTS: Official UCLA Center for Prehospital Care transcripts/verification of course completion requests are produced on embossed paper and sent through regular U.S. Mail in a sealed envelope marked "Official Transcripts Enclosed." No additional seals or other markings are necessary on the outside of the envelope.

Requests are not processed for anyone with outstanding obligations to UCLA Center for Prehospital Care. All outstanding obligations (financial, administrative or academic) due to the UCLA Center for Prehospital Care programs must be cleared before your request can be processed.

For additional transcript information, you may send an e-mail to dkarim@mednet.ucla.edu or call (310) 312-9304.

➤ **How do I get a replacement certification card (for ACLS, PALS, PHTLS, or BLS)?**

To get a replacement certification card please visit our web site at www.cpc.mednet.ucla.edu and download the Replacement Certification Card Order Form and follow the instructions given.

➤ **How do I get my College Credit transcripts?**

If you signed up (and if applicable, paid) for the college credit option during your course enrollment, please contact the appropriate college as listed below. Signing up for college credit is not available retroactively.

For the Emergency Medical Technician (EMT) Program, **EMT Recertification**, the UCLA-Daniel Freeman **Paramedic** Program (effective for courses only since 2005), Emergency Department Technician (EDT) Programs **contact:** West Los Angeles College at 310.287.4385 or visit their web site at: www.wlac.edu (under Student Services, Grades/ Transcripts).

For college credit transcript for the **Paramedic Preparation Program** visit the El Camino College web site at www.elcamino.edu or in person at El Camino Community College Office of Admissions and Records at El Camino College, 16007 Crenshaw Blvd., Torrance, CA 90506

➤ **What course enrollment information is available from UCLA Center for Prehospital Care?**

Verification Transcripts, Academic Transcripts, and Course Completion Certificates are available for the following programs:

Paramedic Education
Paramedic Preparation

Verification Transcripts and Course Completion Certificates are available for the following programs:

Emergency Department Technician
Emergency Medical Technician (EMT)
Paramedic Education
Paramedic Preparation
Phlebotomy

[Note: For ACLS, PALS, PHTLS, BLS and EMT Recertification programs certification cards and/or Continuing Education forms as well as course enrollment registration letters can serve as proof of course completion – no additional documentation is provided.]

➤ **What kind of transcripts do I order? What is the difference between the Academic Transcript and the Verification Transcript?**

The **academic transcript** lists your academic record, the course sections, if applicable your grade point average (GPA), and date the course was completed.

The **verification transcript** is an extraction of information from your academic transcript. It does not show grades, but does include **if applicable**

- the dates you attended the program(s)
- your enrollment status for you attendance (full-time or part-time)
- the certificate you were awarded, including date
- the date of your admission & expected date of completion

➤ **How do I order a transcript?**

By Mail: USE THE ATTACHED TRANSCRIPT REQUEST FORM. The form must be filled out completely or your request will be returned without processing. The mailing address is **UCLA Center for Prehospital Care, Attn: Transcripts, 10990 Wilshire Blvd., Suite 1450, Los Angeles, CA 90024.**

In Person: USE THE ATTACHED TRANSCRIPT REQUEST FORM. The form must be filled out completely or your request will not be processed. You can submit your request at **UCLA Center for Prehospital Care, Attn: Transcripts, 10990 Wilshire Blvd., Suite 1450, Los Angeles, CA 90024.**

➤ **Can I order a transcript by phone, e-mail, or fax?**

No. In accordance with UC policy as well as with state and federal privacy laws, your signature is required for release of your academic transcript. A fax is not a secure transmission method for safeguarding personal data.

➤ **How do I pay for my transcripts?**

For orders submitted by mail: Make personal check or money order payable to **UC Regents** and mail with your order.

For orders submitted in person: Make personal check or money order payable to **UC Regents** or you may pay by credit card (Visa, MasterCard, Discover, or American Express).

➤ **How much does it cost?**

Fees and Payment

Please note that fees are subject to change at any time.

Academic or Verification Transcript (each copy)	10.00
Replacement Course Completion Certificate	20.00
Expedited Transcript Request (5 days processing)	20.00
Special mailing fees vary	10.00
(Express courier services are available however, please note that delivery cannot be made to a PO Box address and a recipient's telephone number is required.)	
Returned check collection	25.00

➤ **Can I have my transcript faxed?**

Transcripts can be faxed. Transcripts that are faxed are generally not considered official and UCLA Center for Prehospital Care cannot ensure the confidentiality for any documents that are faxed.

➤ **How long does it take to get my transcripts?**

The 10-15 working days refers to processing time within the UCLA Center for Prehospital Care Office *and does not account for mailing and delivery time to or from the Office*. U.S. Mail delivery and mail processing times at other institutions are variables over which UCLA Center for Prehospital Care has no control, so we can only advise you of our processing time.

➤ **Can I get a transcript in less than 10-15 days?**

Yes. Expedited service of less than 5 days (processing time) is available for an extra charge (\$10) in addition to the transcript fee.

➤ **What if I can't get to the UCLA Center for Prehospital Care office to order a rush transcript?**

You can send your request by express courier service. Your request must state specifically the services you are requesting (i.e., expedited service) and include payment in the amount necessary for those services.

➤ **What if my transcript does not arrive?**

If, after 25 days from the date of your request, your transcript has not arrived at its intended destination, notify us at 310-312-9304. Notifications of non-receipt are accepted up to 60 days after your order date. After 60 days, you must place a new order.

➤ **I went to the Daniel Freeman Paramedic Program prior to 1999 (when UCLA acquired the program) – Can I still get my transcripts?**

Yes. Very basic records (enrollment and course completion dates and cumulative GPA) are generally available for the Daniel Freeman Paramedic courses held prior to January 1999. Course syllabi are available for all courses held after January 1999. All efforts will be made to obtain syllabi or comparable syllabi for courses held prior to 1999. If you need a course syllabus include your request on the attached **Transcript Request Form** (in the "Special Handling" section).

For additional transcript information, you may send an e-mail to dkarim@mednet.ucla.edu or call (310) 312-9304.



Helpful Hint: Make sure you read our "Ordering Your Transcripts for UCLA Center for Prehospital Care Programs and Answers to Frequently Asked Questions" information sheet before you complete this form.

TRANSCRIPT REQUEST

USE INK. PLEASE PRINT CLEARLY.

PLEASE INDICATE THE TYPE OF TRANSCRIPT YOU ARE ORDERING.	
If no indication is given, a verification transcript will be provided.	
<input type="checkbox"/> ACADEMIC (\$10 each) [your complete academic record, the course sections, your grade point average (if available), and date the course was completed.] Applies only to Paramedic Preparation and Paramedic Education programs.	<input type="checkbox"/> VERIFICATION (\$10 each) [dates of attendance, enrollment status, certificate awarded, including date; date of admission and expected date of completion (if applicable) – does NOT include grade information]. Available for Emergency Department Technician, Emergency Medical Technician (EMT), Paramedic Education, Paramedic Preparation, and Phlebotomy programs.

INFORMATION TO IDENTIFY YOUR RECORD: Please complete all information requested.

STUDENT INFORMATION	SOCIAL SECURITY NUMBER or STUDENT ID NUMBER		BIRTHDATE (optional)									
	NAME (Last/ First/ Middle)		E-mail Address (optional)									
	NAME WHILE ATTENDING THE PROGRAM (if different from above)		TELEPHONE NO. (required) ()									
	CURRENT STREET ADDRESS (include apartment number, etc.)	CITY	STATE	ZIP CODE								
	PROGRAM YOU ARE REQUESTING TRANSCRIPT(S) FOR (✓ box): <input type="checkbox"/> EDT* <input type="checkbox"/> EMT* <input type="checkbox"/> Paramedic Preparation* <input type="checkbox"/> Paramedic* <input type="checkbox"/> Phlebotomy <small>*SEE ATTACHED SHEET FOR INFORMATION ON REQUESTING COLLEGE CREDIT TRANSCRIPTS FOR APPLICABLE PROGRAMS. DO NOT USE THIS FORM.</small>											
	DATES OF ATTENDANCE If requesting transcripts for multiple programs, list attendance dates separately. <table style="width:100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">START DATE OF ATTENDANCE (month/year)</td> <td style="width: 35%; text-align: center;">LAST DATE OF ATTENDANCE (month/year)</td> </tr> <tr> <td>Name of Program: _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Name of Program: _____</td> <td>_____</td> <td>_____</td> </tr> </table>					START DATE OF ATTENDANCE (month/year)	LAST DATE OF ATTENDANCE (month/year)	Name of Program: _____	_____	_____	Name of Program: _____	_____
	START DATE OF ATTENDANCE (month/year)	LAST DATE OF ATTENDANCE (month/year)										
Name of Program: _____	_____	_____										
Name of Program: _____	_____	_____										

SPECIAL INSTRUCTIONS	FEES	
	➤ TOTAL NUMBER OF TRANSCRIPTS REQUESTED _____ <input checked="" type="checkbox"/> \$10 per transcript	\$ _____
	➤ REPLACEMENT COURSE COMPLETION CERTIFICATE _____ <input checked="" type="checkbox"/> \$20 per certificate**	
	<small>** Do not use this form to request certifications - contact the Front Office at 310-267-5959 for assistance.</small>	
	➤ PROCESSING: <input type="checkbox"/> REGULAR PROCESSING (10-15 days) – no additional charge	
	<input type="checkbox"/> EXPEDITED PROCESSING (5 days) – additional \$10 fee <input type="checkbox"/> FAX to: _____ Attention: _____	\$ _____
➤ MAILING INSTRUCTIONS: <input type="checkbox"/> REGULAR US MAIL SERVICE – no additional charge		
<input type="checkbox"/> VIA EXPRESS COURIER* (FED EX) <input checked="" type="checkbox"/> \$10 (per envelope, if mailed separately) <small>* Note: Express delivery cannot be made to a PO Box Address. Recipient's Telephone Number Required for Express Courier Delivery: _____</small>	\$ _____	
➤ SPECIAL HANDLING (List any instructions, e.g., requesting paramedic course syllabus, requesting that transcripts be sent to a different person/college, etc.) _____		
➤ HOLD TRANSCRIPTS FOR PICK UP ON _____ by _____ <small>(date/time) (name of designee for pick up)</small>		

Enclose a personal check or money order payable to **UC Regents**. Orders with incomplete information and/or insufficient payment will NOT be processed. All outstanding obligations with UCLA CPC must be cleared before your transcript request can be processed.

TOTAL DUE:
\$ _____

YOUR SIGNATURE IS REQUIRED.

I authorize release of my transcript as directed. I understand that my request will not be processed unless payment accompanies this form.

<input checked="" type="checkbox"/>	DATE OF REQUEST
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↓ MAILING ADDRESS FOR TRANSCRIPTS: Print name and complete address legibly.

For Office Use Only
 Number of Copies Mailed to Address: _____
 Payment Received: \$ _____ Date: _____