Mail Original to:
NYS Education Department
Pupil Transportation Unit
Room 876 EBA
Albany, New York 12234
Attn: James Dundon
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Fax: (518) 474-1983

The University of the State of New York
THE NEW YORK STATE EDUCATION DEPARTMENT
Albany, New York 12234
(518) 474-6541

Course #
from NPO: _____

MONITOR/ATTENDANT NOTICE OF PROGRAM COMPLETION

M/A NPC July 2009

Directions: List only the names of persons who have completed the training program. People who are scheduled to complete the program through make-up sessions are to be registered on a different NPC after they have completed the training program requirements. This document should be filed within three weeks of the last regularly scheduled class.

Last Name	First Name	Certificate Number	Last 4 digits SS#	Employer Name

IMPORTANT: This document is being filed with a public officer and NYS Agency. It is a violation of Section 175.35 of the NYS Penal Code to file a fraudulent document with a public officer or agency. Said violation is a Class E Felony which is punishable by a maximum fine of $5,000 (Section 80) and/or a prison sentence ranging from a minimum of one year or less to a maximum not to exceed four years (Section 70.00 {2} {E} and {4}).

I certify that the persons named above have received all the training required in connection with this program.

SBDI Name **from NPO** (print):_____ Signature: _____ SBDI Number: _____ Date: _____

Certificates received _____ = _____ + _____ + _____

From NPO — Number of monitors on NPC — Monitors scheduled for makeup — Returned unused or voided certificates