



# National Association of Career Colleges

## Replacement Order Form - Certificate or Diploma

A digital credential will now be issued for any replacement documents. You will be able to print a pdf copy of the final document once you receive your digital credential.

### Program Completed

<input type="checkbox"/>	PSW	<input type="checkbox"/>	Early Childcare Assistant
<input type="checkbox"/>	PSW Bridging	<input type="checkbox"/>	Early Childhood Assistant
<input type="checkbox"/>	PSW DE	<input type="checkbox"/>	Pharmacy Assistant
<input type="checkbox"/>	HSW	<input type="checkbox"/>	Esthetics

Student's name: \_\_\_\_\_

Please ensure the spelling of the student's name above is correct and matches the ID provided.  
How the name is presented above is how it will be printed on the final credential.  
Print clearly and do not use all CAPS.

Month and year exam was written: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ NACC Pin number: \_\_\_\_\_

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

(orders without an email address cannot be processed)

Orders must include a form of ID: Passport, driver's license or health card that matches the name on the credential. If requesting a name change, a legal document showing the change is required. A certified copy of the student's transcript must also accompany the order form.

### Mail or email completed form and documents to:

NACC P.O. Box 460 Alfred, ON K0B 1A0 or [dpa@nacc.ca](mailto:dpa@nacc.ca).

#### Process:

1. Once the order is received, we will verify historical data provided.
2. An electronic invoice for \$84.75 CDN will be issued to the email address provided.
3. Once payment has been received, the digital credential will be emailed.
4. Payments by credit card will have your order processed faster.
5. Please allow 3 – 4 business days for processing once payment has been made.

### For Office Use Only

Program: \_\_\_\_\_ Access/Caspio ID: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Program Ver.: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Campus Code: \_\_\_\_\_ Mark: \_\_\_\_\_

New Credential: \_\_\_\_\_

Payment confirmed and request to process (apply stamp): \_\_\_\_\_