

Please print this form and complete/sign by hand
 Online applications will not be accepted.



Request for replacement certificate/confirmation of completed, contracted training hours at the South Manchester Centre for Psychotherapy

All shaded boxes must be completed

Number of training hours completed:				
Dates for which you require a certificate/record of training hours	From:		To:	
Trainers with whom you completed these hours	1	2	3	4
Certificate or record of training hours required – please state which.				

Surname		
Forename(s)		
Postal Address		
Postcode		
Professional organisation membership at time of training	Professional Organisation:	Membership number:
I certify that the information given above is correct to the best of my knowledge	Signature:	Date:

If we are unable to fulfil your request, your application and fee will be returned.

- All information supplied will be checked against records.
- The cost of a replacement certificate is £20 which should be paid via the Paypal link on the SMCP website ('Training in Psychotherapy/Psychotherapy Weekend Training Programme', foot of page)
- Applications will only be accepted by post and must be signed by the applicant.
- Please supply an A4 stamped self-addressed envelope with your application: pre-paid postage will need to be for a 'Large Letter'.
- Requests will normally be processed within 28 days.
- Completed applications should be sent to:
Administration, SMCP, 6a Moor Top Place, Heaton Moor, Cheshire SK4 4JB