

Please print this form and complete/sign by hand
Proof of identity must be provided and online applications will not be accepted.

Request for replacement end of year Certificate / confirmation of completed, contracted training hours and any other previously issued document relating to your training 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/any other previously issued document	From:		To:	
Trainers with whom you completed these hours	1	2	3	4
Certificate; record of training hours or previously issued document required – please state which you require.				

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.

- **Please enclose with your application proof of identity - a photocopy of your driving licence, passport, council tax or recent utility bill.**
- All information supplied will be checked against records
- The cost of a replacement document 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