



NOVEMBER 2017 TCEP MEMORANDUM

TO: Program Coordinators, NATCEP and Program Administrators, TTT
FROM: NATCEP Unit Coordinator
SUBJECT: **2018 CERTIFICATES OF COMPLETION**
DATE: November 8, 2017

2018 CERTIFICATE OF COMPLETION

- The current version of the Certificate of Completion will be used until December 31, 2017. ALL programs will use the new version of the certificate beginning January 1, 2018. The completion date determines the certificate issued. If a schedule begins in 2017 but finishes in 2018 the 2018 certificate will be issued. If a student was originally scheduled to complete in 2017 but does not make up an absence until 2018 the 2018 certificate will be issued.
- The certificates will be updated and available on the D&S system for NATCEPs as before if that is the system you use to produce your certificates. Time frames apply to the D&S system as well.
- For the student (that completed in 2016 or 2017) who calls to request a copy of their certificate, programs are required to provide a copy of the actual (prior) certificate. If the old certificate is not available **DO NOT** issue a **2018 CERTIFICATE OF COMPLETION** with a 2016 or 2017 date.
- Request the **2018 CERTIFICATE OF COMPLETION** by email using this format -

To: Janet.Kennedy@ODH.Ohio.Gov
Subject: (Program Number)

Body: As Program Coordinator/Administrator of NATCEP/TTT (Program Number) I am requesting my copy of the **2018 CERTIFICATE OF COMPLETION that will be effective January 1, 2018**. The certificate showing the Department of Health seal will be used through December 31, 2017 and templates will be appropriately destroyed after of that date.

Program Administrator/Coordinator's Name:
Phone Number:

- Janet.Kennedy@odh.ohio.gov, 614-752-8285