

# REGISTRATION AND RELEASE FORM



**Important:** Type or print legibly. Any inaccuracies on this form may be reflected on student and instructor transcripts and training records.

**Sponsor Name:** \_\_\_\_\_

Check One:       **Trainee**       **Participant**       **Instructor**

Name: \_\_\_\_\_

Social Security/ID #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Numbers other than SS# must be obtained from the Registry Department.)

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby authorize the NCCER Registry Department to verify information in my training records to Sponsor Representatives upon request. I release and hold harmless the National Center for Construction Education and Research for this verification process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OPTIONAL

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:** To be entered in NCCER's National Registry, you must complete this Registration and Release Form. This form must either be forwarded by your Accredited Training Sponsor to NCCER's Registry Department, or the Accredited Training Sponsor may choose to maintain the Release Forms locally and provide the Registry with a blanket release form letter. This letter must include the signature of the Sponsor Representative or other authorized Officer of the Accredited Training Sponsor.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should **NOT** be distributed without properly documented release information from the trainee/participant.

**Return to:** NCCER – Registry Department Phone 352-334-0911 ext. 350/355/320 • Fax 352-334-0929  
Mailing Address: P.O. Box 141104 • Gainesville FL 32614-1104  
Physical Address: 3600 NW 43<sup>rd</sup> St. • Bldg. G • Gainesville FL 32606