

**TRENTON EDUCATION ASSOCIATION
DUAL CERTIFICATION ELIGIBILITY FORM**

Name: _____ XXX-XX-_____
(Please print) First Name M.I. Last Name Last 4 digits of SSN

Current Assignment: _____ @ _____
Position / Job Title School / Building

Home Address: _____

Phone #'s Home: (_____) _____ - _____ Work: _____ - _____

I hold certification in the following areas:

- 1) _____
- 2) _____

CHECK ONE BOX:

- Documentation for **both** areas of certification is already on file in my personnel folder in the Human Resources Office.
- Documentation for my **original** area of certification is already on file in my personnel folder in the Human Resources Office as presented at my initial date of hire;
AND I have attached documentation for my second area of certification to this letter.

Signature Date

Members: Please **DO NOT SEND ORIGINAL** certifications to TBOE Human Resources.
If you are filing certificate for the first time, bring original and a copy to HR
and get a receipt.