

**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.