



## REQUEST FOR CREDIT CERTIFICATE FORM

Candidates who have completed whole units of a qualification but who have not completed the whole qualification are entitled to be awarded credit for the achievement of the completed units. Credit cannot be awarded for part-achievement of units.

Tutors can request a credit certificate by (1) completing and signing the declaration below and (2) sending a copy of the candidate's Completion Statement to CPCAB<sup>1</sup>.

CPCAB will issue an individual candidate credit certificate and record the achievement on the learner's record. There is an administrative charge of £15.

Centre name : .....

Candidate name: . .....

CPCAB candidate no: .....

I confirm that the enclosed copy of the candidate's Completion Statement is a true record of their achievement.

I confirm that the assessment of the units for which credit is claimed has been internally moderated, verified and meets all CPCAB requirements.

Please issue a credit certificate for this candidate for the completed units as recorded on the candidate's Completion Statement:

Tutor signature: ..... Date: .....

Please contact CPCAB if you need further help on 01458 850350 or by emailing [admin@cpcab.co.uk](mailto:admin@cpcab.co.uk).

**Please retain a copy of this form for your records.**

<sup>1</sup> The Completion Statement is part of the Candidate Learning Record which can be found in the Candidate Guide for each qualification and is used to signpost evidence in the candidate's portfolio.