RECERTIFICATION LOG
COURSE REMOVAL FORM

This form is used to request courses be removed from the Online Certification log.

Contact Information:

Name: _____ PAYO ID Number: _____

Authorized Signature: _____ Certification Designation (circle): CPP FPC

Certification Expiration Date: _____

By submitting this form, you authorize PayrollOrg to remove courses from your Online Recertification Log. Please allow 10-15 business days to complete at which time you will not see the courses on your log.

Course Date to Remove	Course Code to Remove	Course Title to Remove	Reason

For Office Use Only

Date Request Received:		Date SR submitted:		Initials:		
Date Completed:		Initials:				