



## Continuing Education Course Overlap Form

A student may request that continuing education courses taken towards a certificate program be counted towards a certification program in the same subject area with the same (overlapping) courses instead of retaking those courses.

**The following conditions must be met:**

The courses must match across both programs

The student must have scored 70% or higher

The course must have been taken within the last 365 days

Students should complete the following information and return the form to [continuinged@ussa.edu](mailto:continuinged@ussa.edu). Upon approval of the overlap, the student will be charged a \$50 overlap fee.

Student Information			
Last Name:	First Name:	Middle Initial:	Phone:
Email:			
Date of Birth:			

Overlap Information		
Certificate Program:		
Courses Completed:		
Certification Intended:		

Once request has been reviewed and approved, the student will be notified via email that their overlap has been completed. The student will also be given a list of the courses remaining to complete their certification. Certification must be completed within one year of an approved overlap.

**FOR OFFICE USE ONLY**

Request Received:	Request Approved:	Signature:

