



TRANSCRIPT REQUEST:

Name _____

Address _____ Zip _____

Employed by _____ Bus. Tel. _____

PLEASE SEND A TRANSCRIPT TO THE FOLLOWING INSTITUTION:

I have taken the following courses through IEA:

COURSE	INSTRUCTOR	SEMESTER/YEAR	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fees paid by (check one): Company Student

PLEASE PAY BY CLICKING APPROPRIATE PAY BUTTON at: <https://ieatraining.org/forms>

We accept: Discover, Visa, Mastercard, American Express

Payment PO# IEA _____

Signature _____

Send to: info@ieatraining.org

PROCEDURE:



1. Students applying for credit should request in writing for IEA to send an official record directly to the Office of Admissions and Records of the college they designate. Students should advise IEA of the classes for which they seek credit, and the date of completion. A transcript fee of \$30.00 is required. Make check payable to IEA.
2. The recommendations apply to students currently enrolled as they complete course work, as well as those who have completed courses in the past. A grade of “C” or better is required. Credit is normally limited to students actually enrolled in a specific college as a regular student.
3. Note that the credit recommendations refer to a specific degree, i.e., Insurance, Health Care Administration, etc. Students should realize that the credit will have to be applied in the degree program indicated, or in some cases can be used as an elective. For example, Business Administration usually allows elective units, and those courses carrying an Insurance degree recommendation could be used in that regard.
4. Note also that the credit recommendations are not binding on any college or institution. They are however, backed by the American Council on Education.
5. If a student has difficulty in obtaining the credit requested it should be brought to our attention. We will investigate further through the American Council on Education.
6. Original will be emailed to the school within 2-4 weeks. A copy will be provided to the student.

For further information contact:

Insurance Education Association
400 Continental Boulevard, Suite 250
El Segundo, CA 90245
(800) 655-4432
info@ieatraining.org