

Process Your Class

We make it easy to process your classes. The sooner you get us all of the required classroom materials, the sooner we can process each of the students and send them their Certificate of Completion and file any applicable continuing education. Below we will walk you through all of the required materials that you need to send to us so we can process your class.

Attendance Rosters

1. Have all individuals signed in and out?
2. Did you number the bottom of each page?
3. Did you sign the bottom of each page?
4. Turn in the top, white copy goes to LTC Connection.
5. Keep the bottom, yellow copy for your records.

Certificate of Completion Forms

1. Did you receive one of these for each student that signed in and out on the Attendance Roster?
2. Did *both* you and the student sign the bottom of each form?
3. Are all forms complete?
4. Turn in the top, white copy to LTC Connection.
5. Keep the yellow copy for your records. The student should have kept the pink copy for their records.

Request to Process Class Form

When we shipped you your materials which included the Attendance Rosters and Certificate of Completion forms, you also received this form. If you have misplaced it, you can download it here again. This is a very important form that provides documentation that is kept on file in the event of an audit from the state.

- Please follow all the directions on this form
- Sign the form
- Add the name of the carrier and tracking information to this form
- Send the original, white copy to LTC Connection
- Keep the yellow copy as your record
- Overnight this and all of the original copies of the paperwork within one business day of teaching the class