Ordering Academic and Verification Transcripts FAQs

How do I order a transcript?

Fill out the attached transcript form in its entirety. Email cpc@mednet.ucla.edu, mail, or drop off your form at the following address:

UCLA Center for Prehospital Care
Attn: Transcripts
1100 Glendon Ave., Suite 1200
Los Angeles, CA 90024

Our office is open to the public on Monday through Friday from 9:00 AM to 5:00 PM

Make personal check or money order payable to UC Regents or you may pay by credit card (Visa, MasterCard, Discover, or American Express). There is a 2.75% convenience fee for credit card payments.

Academic or Verification Transcript (10 days processing)	$25.00 each copy
Expedited Transcript Request (5 days processing)	$25.00 each copy
FedEx	$30.00 each envelope

Records over 7 years old may not be available. Fees are subject to change without notice.

Verification Transcripts and Academic Transcripts are available for the following programs:

- Emergency Medical Technician (EMT)
- Paramedic Education
- Paramedic Preparation
- Phlebotomy

Proof of Enrollment Letters are available for the following programs:

- Emergency Medical Technician (EMT)
- EMT Prep
- Paramedic Education
- Paramedic Preparation
- Phlebotomy

For ACLS, PALS, PHTLS, BLS and EMT Recertification programs, certification cards and/or Continuing Education forms can serve as proof of course completion – no additional documentation is provided.

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1100 Glendon Ave. Suite 1200, Los Angeles, CA 90024
310-267-5959 | cpc@mednet.ucla.edu
www.cpc.mednet.ucla.edu

Standard Processing

The 10 processing days refers to processing time within the UCLA Center for Prehospital Care Office and does not account for mailing and delivery time.

Official UCLA Center for Prehospital Care transcript and verification of course completion requests are produced on embossed paper and sent through regular U.S. Mail in a sealed envelope marked "Official Transcripts Enclosed."

Requests are not processed for anyone with outstanding obligations. All outstanding obligations (financial, administrative, or academic) due to the UCLA Center for Prehospital Care programs must be cleared before the request can be processed.

What if my transcript does not arrive?

If, after 20 days from the date of your request, your transcript has not arrived at its intended destination, notify us at cpc@mednet.ucla.edu.

What is the difference between the Academic Transcript and the Verification Transcript?

The academic transcript lists your academic record, the course sections, if applicable your grade point average (GPA), and date the course was completed.

The verification transcript is an extraction of information from your academic transcript. It does not show grades, but does include:

- Your enrollment status for your attendance
- The certificate you were awarded, including the date
- The date of your admission & date of completion

How do I get my College Credit transcripts?

Students who enrolled for college credit through WLAC can request their official WLAC transcripts by submitting a request to WLAC. Visit the WLAC website for instructions on how to request WLAC transcripts and credit for prior learning.

For college credit transcript for the Paramedic Preparation Program prior to 2016 visit the El Camino College website or in person at El Camino Community College Office of Admissions and Records at El Camino College, 16007 Crenshaw Blvd., Torrance, CA 90506

I went to the Daniel Freeman Paramedic Program prior to 1999. Can I still get my transcripts?

Limited records are generally available for the Daniel Freeman Paramedic courses held prior to January 1999. Course syllabi are available for some courses held after January 1999. All efforts will be made to obtain syllabi or comparable syllabi for courses held prior to 1999. If you need a course syllabus include your request on the attached Transcript Request Form (in the "Special Handling" section).

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TRANSCRIPT REQUEST FORM

PLEASE INDICATE THE TYPE OF TRANSCRIPT YOU ARE ORDERING.		
❑ **ACADEMIC ($25 each)** Academic record, the course sections, letter grade, and date the course was completed.	❑ **VERIFICATION ($25 each)** Dates of attendance, enrollment status, certificate awarded, including date; the date of admission and date of completion.	❑ **PROOF OF ENROLLMENT LETTER ($25 each)**

STUDENT INFORMATION

STUDENT ID NUMBER	BIRTHDATE (optional)
NAME (Last / First / Middle Initial)	**E-mail** (required)
NAME WHILE ATTENDING THE PROGRAM (if different from above)	**TELEPHONE NO.** (required) ( )

STREET ADDRESS (include apartment number, etc.)	CITY	STATE	ZIP CODE

PROGRAM YOU ARE REQUESTING TRANSCRIPT(S)
❑ EMT ❑ Paramedic ❑ Paramedic Prep ❑ Phlebotomy

DATES OF ATTENDANCE *If requesting transcripts for multiple programs, list attendance dates separately.*

	START DATE (month/year)	END DATE (month/year)
Name of Program: _____	_____	_____
Name of Program: _____	_____	_____

SPECIAL INSTRUCTIONS

FEES

TOTAL NUMBER OF TRANSCRIPTS _____ X **$25 per transcript** $_____

PROCESSING: ❑ REGULAR PROCESSING (10 days)
❑ EXPEDITED PROCESSING (5 days) – **additional $25** $_____

DELIVERY: ❑ REGULAR US MAIL
❑ EMAIL TO: _____ Attention: _____
❑ FAX TO: _____ Attention: _____
❑ FED EX – **additional $30** per envelope $_____
FedEx cannot be delivered to a PO Box. Recipient phone required:
(_____) _____

MAILING ADDRESS: _____
_____
_____

❑ **HOLD TRANSCRIPTS FOR PICK UP ON** _____ **BY** _____

❑ **SPECIAL HANDLING: (i.e. requesting syllabus, transcripts sent to college, etc.)**
_____
_____

*Enclose a check or money order payable to **UC Regents**. Orders with incomplete information and/or insufficient payment will NOT be processed. All outstanding obligations with UCLA CPC must be cleared before processing.*	**TOTAL DUE:** $

By signing below, I authorize release of my transcript as directed. I understand that my request will not be processed unless payment accompanies this form.

x	DATE