



## LULAC 2017 FTIP WORKSHOP CERTIFICATE OF COMPLETION REQUEST FORM

**WORKSHOP TITLE:** \_\_\_\_\_

**Thank you for joining us in the LULAC Federal Training Institute (2017 FTIP)!**

This year we will be providing attendees with 2017 FTIP certificates of completion/attendance per workshop attended to better certify your attendance (All certificates will be sent electronically unless otherwise requested).

**In order to receive a LULAC 2017 FTIP Certificate of Completion you must follow the instructions provided below:**

1. **Attend** the 2017 FTIP workshops for which you are requesting a certificate
2. **Sign in** by completing the information requested on the workshop sign-in sheet. Make sure the information provided is legible.
3. Complete and submit the Workshop Evaluation Form provided at the workshop.
4. **Complete and submit the LULAC 2017 FTIP Workshop Certificate of Completion Request Form** with your **Workshop Evaluation Form** to the moderator of the workshop once the workshop has ended.
5. Provide all (\*required) information on the form provide on the reverse of the page.

Once again, thank you for your participation and enjoy the many activities the conference has to offer.

Sincerely,

*Sara E. Clemente Sosa*

Sara E. Clemente Sosa  
Director of Federal Affairs  
League of United Latin American Citizens (LULAC)  
1133 19th St. N.W., Suite 1000  
Washington, DC 20036



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**WORKSHOP TITLE:** \_\_\_\_\_

**See reverse and complete information requested**

Please fill a certificate request per workshop and provide **all** the information requested below:

**\* Information required.**

**\*Name:** \_\_\_\_\_

**\*Agency:** \_\_\_\_\_

**\*E-Mail Address:** \_\_\_\_\_

**\*Telephone Number:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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