

# Request for ADR Certificate

YOU SHOULD HAVE SUCCESSFULLY COMPLETED THE 3 REQUIRED CLASSES LISTED IN THE BOX AND AT LEAST 1 OF THE 3 ELECTIVE CLASSES BEFORE REQUESTING YOUR ADR CERTIFICATE.

*Instructions:*

1. Complete the information in the box below by filling in all blank lines.
2. Select one option telling us how you wish to receive the completed certificate.
3. Sign and date the request.
4. Return completed form
  - In person to UNT Denton Campus, Chilton Hall, Room 263; or
  - By mail to Dr. William McKee, College of Public Affairs & Community Service, 1155 Union Circle #311340, Denton, TX 76203-5017; or
  - By fax to 940-565-4663, ATTN: William McKee.

(See Note on back of form to determine approximate date that your certificate will be prepared.)

***Please print or type responses in space provided.***

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

*(This is how your name will appear on the Certificate.)*

Student ID (not SSN): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Courses and Semester completed for Certificate:

***Courses***

***Semester Registered***

Required Courses:

AECO 4000 (2120) – Mediation \_\_\_\_\_

AECO 4420 – Practicum \_\_\_\_\_

AECO 4120 – Negotiation \_\_\_\_\_

Elective Course (You must check at least 1):

\_\_\_\_\_ AECO 4020 – Workplace ADR \_\_\_\_\_

\_\_\_\_\_ AECO 4040 – Crisis Intervention \_\_\_\_\_

\_\_\_\_\_ AECO 4010 – Family Mediation \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_ \_\_\_\_\_

**Choose one option by placing an "X" in the space provided.**

\_\_\_\_\_ I will pick up my certificate from the department office located on the UNT Denton Campus, Chilton Hall, Room 263. Please contact me by phone or e-mail at \_\_\_\_\_ when the certificate is ready.

\_\_\_\_\_ Please mail the complete certificate to me at \_\_\_\_\_  
\_\_\_\_\_

*NOTE: Certificates are prepared and mailed three times per year after the end of each spring, summer, and fall semester. Request forms need to be submitted as soon as possible once you have completed all courses required for the certificate. Date guidelines for submitting request forms for certificates are:*

<b>Request Form Turned In By*</b>	<b>Certificate Ready*</b>
June 1	June 15
September 1	September 15
January 20	February 5

*\*While we will strive to meet these dates, actual dates may be up to two weeks later than those listed because of other deadlines and workload.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*If you have any questions when completing this form, please contact Dr. McKee by phone at (940) 565-3437 or in person in Chilton Hall, Room 263.*