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| **TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COUNCIL**  **Request for Fast Track Preparation of Certificates** | |
| Centre Name and Number |  |
| Name of N/CVQ Coordinator/ Candidate: | Signature: |
| **List of Candidate(s)** | |
| **Candidate Name and ID No.** | **Qualification Title and Level** |
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| **Fast Track Process**  This request form is to be completed if you wish have Certificates/Statements of Competence ready for collection within six (6) working days after the Council meeting at which the award was granted.  N/CVQ Coordinators must apply for ‘fast track’ preparation of certificates on behalf of their candidates who are requesting this service. Candidates registered directly with the Council can apply on their own.  A paper copy of this form must be submitted along with payment to the Accounts Department, TVET Council before the ‘fast track process’ is initiated. Upon receipt of the completed Request for Fast Track Preparation of Certificates Form and payment of the fee of BDS$125.00 (per candidate), the TVET Council will process the request.  The request form and application fee must be submitted by the 30th of the month. The fee is non-refundable. | |
| **INTERNAL OFFICE USE ONLY** | |
| Date Received: |  |
| Received by: |  |
| Receipt Number and Date: |  |