

WVPST - Wheeling Transcript/Certificate Request

WV Public Service Training transcripts and duplicate certificates are currently available upon written request for training completed within the WVPST-Wheeling area (Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler Counties) from the beginning of Fiscal Year 04-05 (July 1, 2004) to the present. For training completed within the WVPST-Wheeling area (Doddridge, Ritchie and Pleasants Counties) from July 1, 2018 to the present (Our fiscal year is July 1 through June 30.)

For confidentiality reasons, records will only be provided to the student upon receipt of this request showing student's legal signature and other pertinent information.

For each duplicate certificate requested a \$10.00 fee is to be remitted. Cash is not accepted make all checks and money orders payable to Mountain State Educational Service Cooperative (MSESC). Transcripts will be provided free of charge.

Please check one or both:

Transcript requested (approximate years) _____ No fee required.
 Certificate requested for (course title)

1.

Remember to enclose payment
\$10.00 for each certificate.

2.

3.

Requested By (Please print; must be legible. Provide as much contact information as possible so that we may contact you in the event that we cannot provide the requested documents.)

Name:

Mailing Address:

City, State & Zip Code:

Telephone Number:

E-Mail Address

Legal Signature:

Date of Request: _____ Required.

Return to:

rkosar@k12.wv.us

Or mail to:

WVPST-Wheeling
C/O WVNCC Wheeling Campus
1704 Market St. Room 405
Wheeling WV, 26003