

PUBLIC UTILITIES REPORTS GUIDE

Policy on Privacy and Security of Learner's Records

Participants' records, other than publicly available information, are private and shall not be disclosed except as appropriate to the following: a) the student; b) PUR staff with a legitimate interest in the information; c) persons specifically authorized by the student in writing to receive the information.

Retention and Release of Learner's Records

All PUR Guide participants have the right to review their educational records. Learners should contact the PUR Guide Training Group for a Transcript Order Form. Upon completion, the form should be mailed, e-mailed, or faxed to PUR Guide Training Group. Upon review of the application, the learner will receive record of test results and status, plus documentation of any applicable CEUs within seven to ten business days. All learner records will remain on file with the PUR Guide Training Group for at least seven years.

Mail all requests to:

PUR Guide Training Group
Public Utilities Reports, Inc.
8229 Boone Boulevard, Suite 400
Vienna, VA 22182

Or Email: jcole@pur.com

Or fax to: 703-847-0683