



Cornelia Springer, CAE  
Human Resource Certification Institute  
1800 Duke Street  
Alexandria, Virginia 22314

Dear Ms. Springer:

Please accept this signed letter as authorization to share my credential information with Excelsior College in Albany, NY. By sharing / verifying this information I will be eligible to have my credentials reviewed by the College to receive applicable educational credits as they deem appropriate.

To prove my identity, my credentials, primary address, and date of birth are below.

**Name used when taking the certification exam or if name has changed provide both:**

**Primary Address:**

**Date of Birth:**

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Signature