

Transcript Request Policy

Date Adopted: July 31, 2023

A. Purpose

This policy defines the process for requesting transcripts and certificates.

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Transcripts are available upon request. Transcript requests need to be made in writing by completing the form found on iecrm.org/transcripts or by emailing transcripts@iecrm.org. Please allow up to 10 business days to process the request. Transcripts that provide college credit can be requested through our partners. Please see section 26.0 in the Student Handbook.

Transcript/Certificate Financial Hold Exemption Policy

Date Adopted: July 31, 2024

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition and/or books owed to the school and request a transcript and/or certificate. This policy also describes when a student may be subject to a registration hold.

C. Policy

1. Individuals may be subject to a transcript and/or certificate hold when such an individual owes a debt to the School for tuition, book fees, or other funds. Individuals will be subject to such a hold when a payment goes unpaid by the designated due date, per the terms outlined in Section 4 of the Student Handbook. If an individual is subject to such a hold, their transcripts and/or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/certificate request is required for one of the following reasons:
 - a. Job application
 - b. Transferring to another postsecondary institution
 - c. Applying for state, federal, or institutional financial aid
 - d. Pursuit of opportunities in the military or National Guard
 - e. Pursuit of other postsecondary opportunities
3. Process and Procedure for Exemptions: Upon submission of a transcript/certificate request and documentation to verify an exemption, the School will review the request and determine whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.
4. Registration Holds: Individuals will not be able to register or enroll for courses/classes if the individual has any amount of debt owed to the Independent Electrical Contractor Training Trust Fund (IECRM) until that debt is paid in full. IECRM will attempt to collect the debt via phone and email but will not assign a third-party collection agency.
5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact: studenthelp@iecrm.org or (303)853-4886.
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

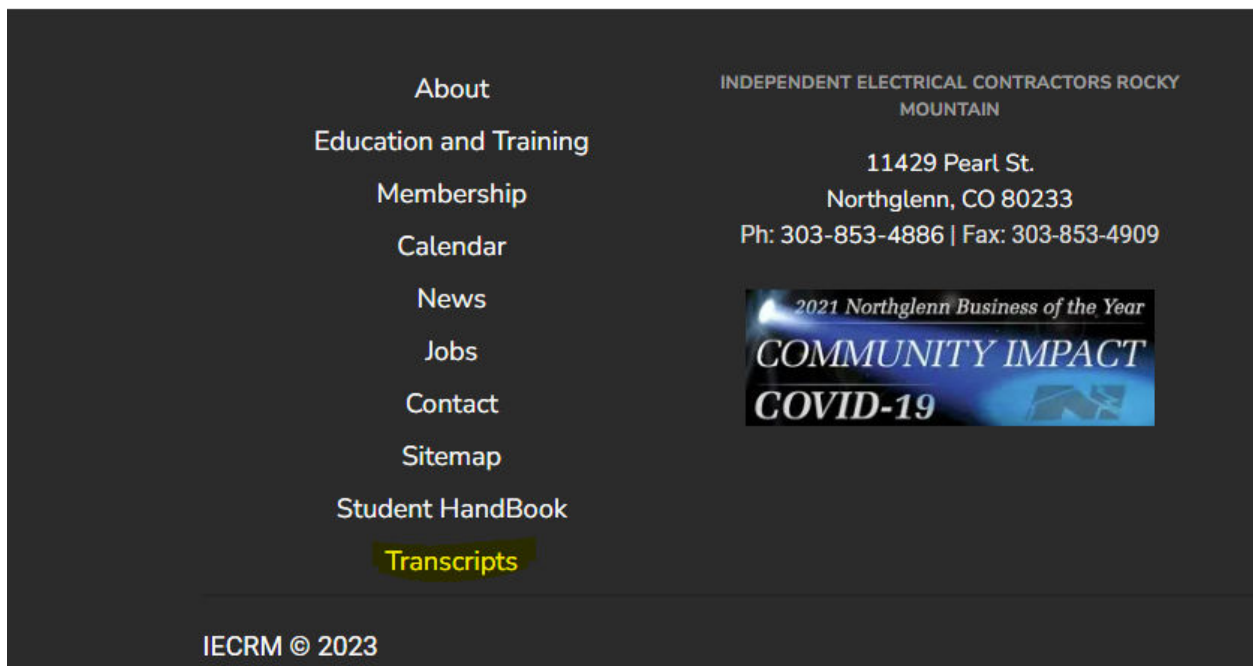
STUDENT HANDBOOK

14.3 Transcripts are available upon request. Transcript requests need to be made in writing by completing the form found on iecrm.org/transcripts or by emailing transcripts@iecrm.org. Please allow up to 10 business days to process the request. Transcripts that provide college credit can be requested through our partners. Please see section 26.0.

14.4 Individuals may be subject to a transcript and/or certificate hold when such an individual owes a debt to the School for tuition, book fees, or other funds. Individuals will be subject to such a hold when a payment goes unpaid by the designated due date, per the terms outlined in Section 4 of the Student Handbook. If an individual is subject to such a hold, their transcripts and/or certificates will not be released unless an exemption applies as outlined in section 2 of the [Transcript Request and Transcript/Certificate Financial Hold Exemption Policy](#).

WEBSITE

<https://iecrm.org/>



The image shows a dark-themed website footer and navigation menu. On the left, a vertical list of links includes: About, Education and Training, Membership, Calendar, News, Jobs, Contact, Sitemap, Student HandBook, and Transcripts (highlighted in yellow). On the right, the text reads: INDEPENDENT ELECTRICAL CONTRACTORS ROCKY MOUNTAIN, 11429 Pearl St., Northglenn, CO 80233, Ph: 303-853-4886 | Fax: 303-853-4909. Below this is a blue award banner for '2021 Northglenn Business of the Year' with the text 'COMMUNITY IMPACT COVID-19' and a small graphic of a person.