

Instructions for Ordering Certificate Reprints

If your chapter submitted the correct spelling for a certificate and received it printed incorrectly, there is no charge for the reprint. Simply send an e-mail to Melinda Hicks, mhicks@harding.edu with the subject line “reprint request.” Provide the corrected spelling of the student’s name and the date of induction. Reprints will be returned to the chapter sponsor unless otherwise requested.

If a mistake on the original Certificate Requisition Form (CRF) submitted to the national office necessitates the reprinting, the charge for each reprint will be \$5. Please use one of the methods below, and be sure to include a check or money order made payable to Alpha Chi. Reprints will be returned to the chapter sponsor unless otherwise requested.

- Return the incorrect certificate—noting the proper spelling of the name.
- Submit a CRF with the name spelled correctly, and indicate the date of induction. Note on the form that it’s for a reprint, not a new member.

Alpha Chi National Office
HU Box 12249
915 E. Market
Searcy, AR 72149-2249

Web: www.AlphaChiHonor.org • Phone: 800-477-4225