**LETTER IN LIEU OF INSTRUCTOR EVALUATION SUMMARY WORKSHEET**

[TO BE COMPLETED ON ISSUING ORGANIZATION’S LETTER HEAD]]

Click or tap to enter a date.

[INSERT NAME OF INSTRUCTOR] taught the following courses indicated in a manner that met or exceeded this organization’s standards for instruction.

[INSTRUCTOR TO INSERT THE FOLLOWING INFORMATION]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Date(s)** | **Partner/Company/School and Location** | **Sessions taught, if not complete course** | **Hours taught** |
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On behalf of,

[INSERT NAME OF ORGANIZATION]

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Signature

[PRINT NAME OF INDIVIDUAL AUTHORIZED TO PROVIDE THIS LETTER ON BEHALF OF THE APICS CHAPTER OR PARTNER ]

[PRINT AUTHORIZED INDIVIDUAL’S TITLE]