

**GTPE SUBSTITUTION FORM**

**PROCESS**

**Registrant:** Complete this form and give it to your substitute

**Substitute:** Register online at [www.pe.gatech.edu](http://www.pe.gatech.edu)  
Choose the "Company Purchase Order" option and upload this document at check-out

**Georgia Tech:** Send an email confirmation to your substitute

**REGISTRANT INFORMATION and SUBSTITUTE AUTHORIZATION**

**Note 1:** Georgia Tech Professional Education (GTPE) assumes your substitute has permission from your company to attend in your place.

**Note 2:** If you paid for the course with a purchase order containing your name, your substitute will be required to submit a revised or new purchase order that contains his or her name.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
GTID (9-digits / starts with 9) \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Company \_\_\_\_\_

**I am currently registered for the following course:**

Course Title \_\_\_\_\_  
Course ID/CRN \_\_\_\_\_ Start Date \_\_\_\_\_ Location \_\_\_\_\_

**I paid for this course with:**     COMPANY CREDIT CARD     COMPANY PO     PERSONAL CREDIT CARD

**I give GTPE authorization to give my seat to the following person:**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_