

**Sample Re-Certification Request Letter  
for Telecommunicator Instructor Level I or II**

Department of Emergency Services and Public Protection  
Division of Statewide Emergency Telecommunications  
1111 Country Club Road  
Middletown, CT 06457

To Whom It May Concern:

In accordance with Section 28-30-4 of the Connecticut State Regulations, **Re-certification of public safety telecommunicator instructors**, please be advised that I, **(Instructor's Name)**, request re-certification as a Public Safety Telecommunicator Instructor Level **(I or II)**. My current certification expires on **(mmddyyyy)**.

Should you have any questions, please contact me at **(--- --- ----)**. Thank you.

Sincerely,

**(Instructor's Signature)**  
**(Instructor's ID)**