AGMA Privacy Policy

The Database Administrator maintains the official academic record of all students. All information is held in confidence and are issued only with a written request by the student. A transcript is a complete copy of a student’s academic record. It contains all CEUs awarded and course work taken at American Gear Manufacturers Association.

Students have the right to request an amendment of records they believe to be inaccurate, misleading, or in violation of their privacy rights. Submit your request in writing to education@agma.org or any education staff member regarding the record in question, identifying the education record to be amended and specifying how the education record is believed to be inaccurate, misleading, or in violation of privacy rights. If AGMA elects not to comply with your request to amend your record, you will be notified in writing of the decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of privacy rights.

Record requests are normally processed within 48 business hours of receipt. To request a record, contact Rosemarie Bundoc at 703-838-0069 or bundoc@agma.org.

The records of students who have not fulfilled their financial obligations to AGMA will be withheld until all obligations have been met.