

## **INSTRUCTIONS FOR THE REQUEST FOR OUT-OF-STATE PROGRAM COMPLETION VERIFICATION**

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The Request for Out-of-State Program Completion Verification is a service offered and conducted by a Credential Analyst in order to verify the successful completion of CSUSB's approved teacher preparation program and/or the issuance of the California credential to another state.

Due to Credential Processing working from a remote location, the out-of-state verification form and required documentation may be submitted via email to [credrec@csusb.edu](mailto:credrec@csusb.edu). The results of the evaluation will be mailed to the applicant at the address listed on the request form within approximately 5-10 business days from the submission date of the request.

### **REQUIRED DOCUMENTATION**

**REQUEST FORM:** All applicants must complete sections 1, 2, 3, and 4 (signature required) below. Incomplete forms will be returned to the applicant for completion and resubmission.

**OUT-OF-STATE VERIFICATION FORM:** All applicants must submit the out-of-state verification form.

**PROCESSING FEE:** All applicants are required to submit confirmation of payment of the \*\$10 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

### **REQUEST FORM**

To complete this form, download and/or print this pdf document.

#### **1. PERSONAL INFORMATION**

CSUSB Student Identification Number: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

All Former/Maiden Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Home/Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **2. CREDENTIAL INFORMATION**

CSUSB Credential Program (select one): \_\_\_\_\_

Credential Program Completion Date/Term: \_\_\_\_\_

#### **3. OUT-OF-STATE VERIFICATION FORM**

Send completed form to (select one): \_\_\_\_\_

#### **4. AUTHORIZATION**

I, the aforementioned, certify the information provided is true and authorize Credential Processing to provide the necessary information requested by the out-of-state agency.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FEE RECEIPT INSTRUCTIONS

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All applicants are required to pay the \$10 non-refundable processing fee via one of the methods below.  
NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

### IN PERSON

Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). **Due to the current COVID-19 situation, the pay in-person option is not available.**

### ON-LINE (MyCoyote Account)

Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/>
- Select Student Center
- Select Make a Payment under the Finances Section
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select College of Education Student Services (right menu)
- Select Credential Service Fee
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment

### ON-LINE (Without MyCoyote Account)

Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Go to the Campus eMarket page at <https://commerce.cashnet.com/eCampus>
- Select College of Education Student Services
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment