Jim and Judy Watson COE Student Services
Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
Website: credentials.csusb.edu
Telephone#: (909) 537-7401

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

INSTRUCTIONS FOR THE REQUEST FOR PROGRAM COMPLETION VERIFICATION

The Request for Program Completion Verification is a service offered and conducted by a Credential Analyst in order to verify the candidate's most current credential program status. This official evaluation may be utilized by employers for employment purposes, such as applying for a teaching permit or processing an Appeal for Extension of a Preliminary Designated Subjects credential, etc. NOTE: CSUSB does not process formal credential recommendation to the Commission on Teacher Credentialing (C.T.C.) for the Appeal for Extension of Preliminary Designated Subjects credentials..

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**. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program.

The results of the Program Completion Verification will be emailed (using the email address provided on the request form) to the applicant within approximately 10 - 15 business days from the submission date of the request. Please note that this request should be used only if the applicate is seeking an updated evaluation (after having obtained the results of a Pre-evaluation from a Credential Analyst).

REQUEST FORM: All applicants must complete sections 1, 2, and 3 (signature required). Incomplete forms will be returned to the applicant for completion and resubmission. Please note the subject area is section 2 is only required for individuals completing the Single Subject or Designated Subjects credential program.

PROCESSING FEE: All applicants are required to submit confirmation of payment of the *$35 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

REQUIRED DOCUMENTATION: Original documentation is not required for this request although it will be required for the submission of the Application for Credential Recommendation. Applicants may refer to the appropriate credential application packets (located on the Credential Processing web page at *https://www.csusb.edu/teacher-education/credential-processing*) for the list of required documentation. It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is in their Program Admissions File (P.A.F.) at Credential Processing prior to or at the time of submission of the Application for Credential Recommendation.

*Fee subject to change.

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REQUEST FOR PROGRAM COMPLETION VERIFICATION

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

1. PERSONAL INFORMATION

Student Identification Number: _____

Applicant's Name: _____
       First   *Middle*   *Last*

All Former/Maiden Name(s): _____

Address: _____
    Number and Street   *City*   *State* *Zip Code*

Home/Cell Phone: _____ Work Phone: _____

Email Address (MyCoyote or Personal): _____

2. CREDENTIAL INFORMATION

CREDENTIAL TYPE (select one): _____

CREDENTIAL TERM (select one): _____

SUBJECT AREA (select one, if applicable): _____

Have you passed the RICA examination (select one)? _____

Have you passed the CalTPA cycles 1 and 2 (select one)? _____

Have you completed the CalAPA cycles 1 - 3 (select one)? _____

List all CSUSB program coursework for which you are currently enrolled, if applicable *(Example: EDUC 603, EDUC 631)*:

_____

3. TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

I, the aforementioned, understand that the pre-evaluation will assist me in determining the status of my credential program and eligibility to apply for the credential. In addition, I understand that in order to obtain a formal credential recommendation, I will need to follow the instructions for the Application for Credential Recommendation listed at *https://www.csusb.edu/teacher-education/credential-processing*. I hereby certify under penalty of perjury that all foregoing information submitted is true and correct.

Applicant's signature: _____ Date: _____

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FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the $35 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