

## REQUEST FOR PROGRAM COMPLETION VERIFICATION

### INSTRUCTIONS

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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 credential, etc. NOTE: CSUSB does not process formal credential recommendations to the Commission on Teacher Credentialing (C.T.C.) for the *Appeal for Extension* of **Preliminary** credentials. Please contact your employer for detailed information regarding their formal credential recommendation process.

The request may be submitted in person (see CSUSB Maps & Directions at <http://www.csusb.edu/mapsDirections/>) to Credential Processing or the Palm Desert Campus (see PDC Maps & Directions at <https://pdc.csusb.edu/campus-map-parking>), Student Services Offices (RG 203) to be forwarded to Credential Processing. It is highly recommended that the applicant maintain copies of all required documentation submitted to Credential Processing for their own personal records since all documentation, including transcripts, become the property of the College of Education and will not be returned or photocopied for the applicant.

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 FOR PROGRAM COMPLETION VERIFICATION FORM:** All applicants must submit an original *Request for Program Completion Verification Form* with the Personal Information and Credential Information sections completed and the Transcript Authorization, Declaration and Date section signed. Incomplete requests will be returned to the applicant for completion and resubmission.

**PROCESSING FEE:** The \*\$35 CSUSB non-refundable processing fee may be paid using one of the following payment methods:

1. Pay in-person via Student Financial Services (UH-35)
2. Pay on-line via MyCoyote account
3. Pay on-line via Campus eMarket

NOTE: Please see *Fee Receipt* for processing fee payment instructions.

\*Fee subject to change

## REQUEST FOR PROGRAM COMPLETION VERIFICATION FORM

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

### PERSONAL INFORMATION

|   |              |             |
|---|--------------|-------------|
| Student Identification Number:  |              |             |
| First Name:   | Middle Name: | Last Name:  |
| All Former/Maiden Name(s):  |              |             |
| Address:  |              |             |
| City:   | State:       | Zip:        |
| Home Phone:   | Work Phone:  | Cell Phone: |
| Email Address ( <i>Must remain valid for at least 100 days after the application submission date</i> ): |              |             |

### CREDENTIAL INFORMATION

If requesting for more than one credential, please submit a separate request form for each credential.

|  |
|--|
| Select or list the CREDENTIAL TYPE for which you are requesting:   |
| Select or list the CREDENTIAL TERM for which you are requesting:   |
| List the SUBJECT AREA for which you are requesting, if applicable:   |
| List the Added Authorization for which you are requesting, if applicable:  |
| List all CSUSB course work for which you are currently enrolled, if applicable:<br><br><i>Example: EDUC 603</i> _____<br>_____ |

### TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

Confirm the following statements by providing your signature and date at the bottom.

|  |       |
|--|-------|
| I, the aforementioned, understand that the results of the evaluation will assist me in determining the status of my credential program and/or 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 and Required Documentation listed at <a href="http://coe.csusb.edu/studentServices/teacherEducation/credentialProcessing/index.html">http://coe.csusb.edu/studentServices/teacherEducation/credentialProcessing/index.html</a> . I hereby certify under penalty of perjury that the foregoing is true and correct. |       |
| Applicant's signature:   | Date: |

## FEE RECEIPT

The CSUSB non-refundable processing fee may be paid using one of the following payment methods:

1. Pay in-person by completing a Fee Receipt and submitting it directly to Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted).

NOTE: A completed Fee Receipt **with Student Financial Services fee stamp** will need to be submitted with your application and/or request.

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

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/> (**Coyote ID & password required**)
- 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

NOTE: A completed Fee Receipt with a copy of the MyCoyote confirmation page will need to be submitted with your application and/or request.

3. 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).

- 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

NOTE: A completed Fee Receipt with a copy of the Campus eMarket confirmation page will need to be submitted with your application and/or request.

### PERSONAL INFORMATION

|                                |              |             |
|--------------------------------|--------------|-------------|
| Student Identification Number: |              |             |
| First Name:                    | Middle Name: | Last Name:  |
| Address:                       |              |             |
| City:                          | State:       | Zip:        |
| Home Phone:                    | Work Phone:  | Cell Phone: |
| Email Address:                 |              |             |

### SERVICE FEE

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| Select or list the SERVICE for which you are applying: |
|--|

OFFICE USE ONLY:

PS#: 501899-RT011-C0720-5000

QC#: 716