

REQUEST FOR PROGRAM COMPLETION VERIFICATION

INSTRUCTIONS

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

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 (Must remain valid for at least 100 days after the application submission date):			

CREDENTIAL INFORMATION

If applying for more than one credential, please submit a separate application for each credential:

Indicate a check (✓) next to the CREDENTIAL TYPE for which you are applying:

- | | |
|---|--|
| <input type="checkbox"/> Administrative Services
<input type="checkbox"/> Ed. Specialist: Early Childhood
<input type="checkbox"/> Ed. Specialist: Mild/Moderate
<input type="checkbox"/> Ed. Specialist: Moderate/Severe

<input type="checkbox"/> Multiple Subject (SB 2042)
<input type="checkbox"/> Multiple Subject w/Bilingual AA (SB 2042)

<input type="checkbox"/> PPS: School Counseling
<input type="checkbox"/> PPS: School Psychology | <input type="checkbox"/> Reading & Language Arts Specialist
<input type="checkbox"/> Reading & Literacy Leadership Specialist

<input type="checkbox"/> Single Subject (SB 2042)
Subject Area: _____

<input type="checkbox"/> Designated Subjects: Career Technical Education
Subject Area: _____
<input type="checkbox"/> Designated Subjects: Special Subjects
Subject Area: _____ |
|---|--|

Indicate a check (✓) next to the CREDENTIAL TERM for which you are applying:

- | | | | |
|--------------------------------------|--------------------------------|---|--|
| <input type="checkbox"/> Preliminary | <input type="checkbox"/> Clear | <input type="checkbox"/> Certificate of Eligibility | <input type="checkbox"/> Clear Ed Specialist: Level II |
|--------------------------------------|--------------------------------|---|--|

Indicate a check (✓) next to the Added Authorization for which you are applying and list the subject area(s):

- | | |
|---|---|
| <input type="checkbox"/> Adapted Physical Education | <input type="checkbox"/> Reading & Literacy |
|---|---|

List all CSUSB course work for which you are currently enrolled, if applicable:

Example: EDUC 603

TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

Confirm the following statements by providing your signature and date below:

I, the aforementioned, authorize Credential Processing to order and/or submit my transcripts(s), if applicable, to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of this application, I am required to follow-through with C.T.C.'s online application no later than 90 days after the credential recommendation date. Non-compliance will result in having to re-process an Application for Credential Recommendation with the appropriate fees. I certify under penalty of perjury that all the required documentation and foregoing information submitted for this application is true and correct.

Applicant's Signature:

Date:

FEE RECEIPT

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:	
CSUSB Email Address:			

SERVICE FEE: Indicate a (✓) next to the appropriate processing fee. If more than one, please complete a separate Fee Receipt.

- ☐ \$75 Subject Matter Competency Evaluation
- ☐ \$35 Initial Designated Subjects Credential Recommendation Processing Fee
- ☐ \$35 Program Admission Filing Fee
- ☐ \$35 Program Completion Verification
- ☐ \$25 Credential Recommendation Processing Fee
- ☐ \$10 Out-Of-State Program Completion Verification
- ☐ \$10 Subject Matter Competency Completion / Four-Fifths Completion Letter

OFFICE USE ONLY: PS#: 501899-RT011-C0720-5000

QC#: 716

RECEIVED BY: