

INSTRUCTIONS FOR THE REQUEST FOR SUBJECT MATTER COMPETENCY COMPLETION OR FOUR-FIFTHS COMPLETION LETTER

The Request for Subject Matter Competency Completion or Four-Fifths Completion Letter is a service offered and conducted by a Credential Analyst in order to verify the successful completion or four-fifths completion of a Commission on Teacher Credentialing (C.T.C.) approved subject matter competency program or the equivalent (via a CSUSB bachelor's degree in an approved subject matter preparation program or subject matter competency evaluation coursework).

NOTE: Some majors require additional coursework for completion of the approved subject matter preparation program. Please refer to the catalog year in which the major was declared or contact the department for the list of coursework.

Due to Credential Processing working from a remote location, requests may be submitted via email to **credrec@csusb.edu**. The completion letter will be emailed to the applicant (using the email address provided on the request form) within approximately 5 - 10 business days from the submission date of the request.

REQUIRED DOCUMENTATION

It is the applicant's responsibility to provide all required documentation to Credential Processing at the time of submission of the request.

REQUEST FORM: All applicants must complete sections 1, 2, and 3 (signature required) of the Request for Subject Matter Competency Completion or Four-Fifths Completion Letter form. Incomplete forms will be returned to the applicant for completion and resubmission.

COLLEGE/UNIVERSITY TRANSCRIPTS: All applicants that have completed coursework applicable to the C.T.C. approved subject matter preparation program (degree or the equivalent) at another institution must submit the official transcript(s) and written verification from the Department Chair or evaluator confirming approval of the course substitution(s).

GRADUATION REQUIREMENT CHECK: All applicants requesting a Four-Fifths Completion Letter based on current enrollment in a C.T.C. approved subject matter preparation program (degree) will need to provide a copy of their recent graduation requirement check (aka: grad check) results.

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.

**Fee subject to change.*

REQUEST FOR SUBJECT MATTER COMPETENCY COMPLETION OR FOUR-FIFTHS COMPLETION LETTER

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. SUBJECT MATTER PROGRAM INFORMATION

TYPE OF LETTER (select one): _____

Please note if selecting Four-Fifths Completion Letter, a copy of the CSUSB Grad Check will need to accompany the request.

SUBJECT MATTER PREPARATION PROGRAM (select one): _____

SUBJECT AREA (select one): _____

COMPLETION DATE: _____

3. TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

I, the aforementioned, authorize Credential Processing to order and/or submit my transcript. I hereby certify under penalty of perjury that all the required documentation and foregoing information submitted for this applicable is true and correct.

Applicant's signature: _____

Date: _____

FEE RECEIPT INSTRUCTIONS

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