

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

### INSTRUCTIONS

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The Request for Subject Matter Competency Completion/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 equivalency (via a CSUSB bachelor's degree in an approved subject matter preparation program or subject matter competency evaluation coursework).

NOTE: In addition to the requirements for the bachelor's degree, some majors require additional coursework to complete 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.

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 A SUBJECT MATTER COMPETENCY COMPLETION/FOUR-FIFTHS COMPLETION LETTER**

**FORM:** All applicants must submit an original *Request for Subject Matter Competency/Four-Fifths Completion Letter 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.

**COLLEGE/UNIVERSITY TRANSCRIPTS:** All applicants that have completed any of the C.T.C. approved subject matter competency program or the equivalency coursework at another institution must submit the original official transcript(s) and original verification letter from the department evaluator confirming approval of the course substitution(s).

**PROCESSING FEE:** The \$10 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 SUBJECT MATTER COMPETENCY/FOUR-FIFTHS COMPLETION LETTER

Applicants that have completed additional coursework towards fulfilling Subject Matter Competency at another institution are required to submit official transcript(s) and written verification of approval from the Department Chair/Authorized Evaluator.

### 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:			

### SUBJECT MATTER PROGRAM INFORMATION

<i>Indicate a check (✓) next to the type of letter for which you are requesting:</i>	
<input type="checkbox"/> Subject Matter Competency Completion Letter	<input type="checkbox"/> Four-Fifths Subject Matter Competency Completion Letter
<i>Indicate a check (✓) next to the subject matter program for which you have completed or will be completing:</i>	
<input type="checkbox"/> CSUSB bachelor's degree in an approved subject matter preparation program. Subject area: _____	
<input type="checkbox"/> CSUSB Subject Matter Competency Evaluation (equivalency program). Subject area: _____	
<i>List the degree date or completion date of the Subject Matter Competency equivalency program:</i>	

### TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

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

I, the aforementioned, authorize Credential Processing to order my transcript. I hereby certify under penalty of perjury that the foregoing 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: