

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

INSTRUCTIONS

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 FORM

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. NOTE: To complete this 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:			

SUBJECT MATTER PROGRAM INFORMATION

Select or list the type of letter for which you are requesting:
Select or list the subject matter program for which you have completed or will be completing:
List the degree date or completion date of the Subject Matter Competency equivalency program:

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 all the required documentation and 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

Select or list the SERVICE for which you are applying:

OFFICE USE ONLY:

PS#: 501899-RT011-C0720-5000

QC#: 716