

## REQUEST FOR SUBJECT MATTER COMPETENCY EVALUATION

This evaluation request is conducted by a department authorized evaluator (Art, English, History, Kinesiology and Mathematics only) and will determine whether your coursework is equivalent to a Commission on Teacher Credentialing (CTC)-approved Subject Matter Preparation Program at CSUSB as an option to satisfying the Subject Matter Requirement. NOTE: This evaluation option is available only to individuals who have earned a bachelor's degree from a California State University (CSU) campus.

All candidates must provide photocopies of transcripts from all regionally accredited institutions attended (excluding CSUSB), if not previously provided to the university. Copies of the college catalog/bulletin (from the years in which coursework was completed) may assist the evaluator. Candidates selecting an evaluation in Kinesiology will need to complete the enclosed worksheet to the best of their ability.

To ensure proper processing of your request, complete sections 1 and 2, and email it along with the \$75.00 processing fee receipt and all other required documentation to Credential Processing at [credrec@csusb.edu](mailto:credrec@csusb.edu). Incomplete requests will not be accepted.

### 1. PERSONAL INFORMATION

Candidate's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

All Former/Maiden Name(s): \_\_\_\_\_ SSN (**First 4 digits**): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### 2. ACADEMIC INFORMATION

Name of Institution Degree Obtained From: \_\_\_\_\_

Degree Major Title (as listed on the official transcript): \_\_\_\_\_

Requested Subject Matter Area (select one):

\_\_\_\_\_ **Department Use Only** \_\_\_\_\_

### DEPARTMENT RECOMMENDATION

After reviewing the candidate's transcript(s) and course descriptions (if provided), I have determined the following (select one):

If additional course is required, the candidate must complete the following at CSUSB with no grade lower than a "C":

Department Chair/Evaluator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair/Evaluator's Signature: \_\_\_\_\_

## PROCESSING FEE PAYMENT OPTIONS AND INSTRUCTIONS

All candidates are required to pay the \$75 non-refundable processing fee via MyCoyote or Campus eMarket and include confirmation of the payment (emailed receipt) with the submission of the application and all other required documentation.

### MyCoyote

Currently enrolled candidates will need to sign-in via CSUSB MyCoyote (<https://my.csusb.edu/>) to use this option. After signing into MyCoyote, please follow these steps to complete the payment:

- Select Student Center
- Select Make a Payment (under the Finances section)
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select View All (right menu) to locate **College of Education Student Services**
- Select Credential Service Fee
- Manually enter \$25.00
- Select Add to Basket
- Checkout and make your payment

### Campus eMarket

Candidates no longer enrolled in the university can make their payment via Campus eMarket (<https://commerce.cashnet.com/eCampus>). After opening the Campus eMarket web page, please follow these steps to complete the payment:

- Select **College of Education Student Services**
- Enter the required information
- Check \$75 Subject Matter Competency Evaluation
- Select Add to Basket
- Checkout and make your payment