Credential Processing (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
Website: https://credentials.csusb.edu
Phone: (909) 537-7401

CSUSB
JAMES R. WATSON &
JUDY RODRIGUEZ WATSON
COLLEGE OF EDUCATION

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REQUEST FOR OUT-OF-STATE PROGRAM COMPLETION VERIFICATION

This Credential Analyst will review and verify if the individual has successfully completed a CSUSB approved teacher or services preparation program and/or the issuance of the California credential to another state. The results of the evaluation will be mailed or emailed to the designated person or agency listed on the request form

INSTRUCTIONS

The designated out-of-state agency form, processing fee receipt and this request form may be submitted via email to credrec@csusb.edu. The results of the evaluation will be sent to the applicant or the out-of-state agency (if specified on the agency form). Incomplete requests will be returned to the applicant for completion and resubmission.

The $10 CSUSB non-refundable processing fee can be paid online via MyCoyote or Campus eMarket. To make the payment, please refer to the Out-Of-State Program Completion Verification Processing Payment Options and Instructions.

REQUEST FORM

To complete this form, Adobe Acrobat must be installed on your system. Complete sections 1, 2, 3 and 4 (authenticated electronic signature required).

1. PERSONAL INFORMATION

CSUSB Student Identification Number: _____

Applicant's Full Name: _____

All Former/Maiden Name(s): _____

Address: _____
        Street   City   State   Zip Code

Home/Cell Phone: _____ Email Address: _____

2. CREDENTIAL INFORMATION

CSUSB Credential Program Completed (select one):

Credential Program Completion Date/Term: _____

3. OUT-OF-STATE VERIFICATION FORM

Send completed form to (select one):

4. AUTHORIZATION

I, the aforementioned, certify the information provided is true and authorize Credential Processing to provide the necessary information requested by the out-of-state agency.

Applicant's signature: _____ Date: _____