
INSTRUCTIONS FOR THE REQUEST FOR PROGRAM COMPLETION VERIFICATION

The Request for Program Completion Verification is a service offered and conducted by a Credential Analyst in order to verify the candidate's most current credential program status. This official evaluation may be utilized by employers for employment purposes, such as applying for a teaching permit or processing an Appeal for Extension of a Preliminary Designated Subjects credential, etc. NOTE: CSUSB does not process formal credential recommendation to the Commission on Teacher Credentialing (C.T.C.) for the Appeal for Extension of Preliminary Designated Subjects credentials.

The Request for Program Completion Verification and any required documentation may be submitted via email to credrec@csusb.edu. The results of the Program Completion Verification will be emailed (using the email address provided on the request form) to the applicant. Please note that this request should be used only if the applicant is seeking an updated evaluation (after having obtained the results of a Pre-evaluation from a Credential Analyst).

REQUEST FORM: All applicants must complete sections 1, 2, and 3 (signature required). Incomplete forms will be returned to the applicant for completion and resubmission. Please note the subject area in section 2 is only required for individuals completing the Single Subject or Designated Subjects credential program.

PROCESSING FEE: All applicants are required to submit confirmation of payment of the *\$35 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

REQUIRED DOCUMENTATION: To ensure the evaluation reflects the most updated information, we encourage all applicants to include any documentation applicable to their credential program. Candidates may refer to the appropriate credential application instruction packet located on the Credential Processing website for the list of required documentation. It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation has been submitted to Credential Processing prior to or at the time of submission of the Application for Credential Recommendation.

*Fee subject to change.

REQUEST FOR PROGRAM COMPLETION

To ensure proper processing of your request, complete this form in its entirety and email it to credrec@csusb.edu. All fields are required. Be sure to include any documentation applicable to your credential program. The results of the evaluation will be emailed to you using the email address provided below.

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. CREDENTIAL INFORMATION

CREDENTIAL TYPE (select one): _____

CREDENTIAL TERM (select one): _____

SUBJECT AREA (Single and Designated Subject Candidates ONLY): _____

Have you passed the RICA examination (select one): _____

Which Performance Assessment have you passed or scheduled to take? (select one)

List all CSUSB program coursework for which you are currently enrolled, if applicable (Example: EDUC 603, EDUC 631):

3. TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

I, the aforementioned, understand that the evaluation will assist me in determining the status of my credential program and eligibility to apply for the credential. In addition, I understand that to obtain a formal credential recommendation, I will need to follow the instructions for the Application for Credential Recommendation listed at <https://www.csusb.edu/teacher-education/credential-processing>. I hereby certify under penalty of perjury that all foregoing information submitted is true and correct.

Applicant's signature: _____ Date: _____

FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the \$35 *non-refundable* processing fee via one of the methods below. NOTE: Confirmation of the payment must be submitted with the Request for Program Completion Verification.

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 <https://my.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