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

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

WE DEFINE THE *Future*

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

This request is for individuals seeking official verification of successful completion or four-fifths completion of a Commission on Teacher Credentialing (CTC) approved subject matter preparation program or the equivalent at CSUSB for admission to a teacher preparation program at another institution or employing school agency. This request will be completed by an authorized Credential Analyst and emailed to the individual via the email address provided below.

Individuals requesting four-fifths completion letters (degree in progress) must provide a copy of their most recent graduation requirement check (aka: Grad Check) results.

To ensure proper processing of your request, complete this form in its entirety and email it along with the $10.00 processing fee receipt and all other required documentation to Credential Processing at 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. SUBJECT MATTER COMPETENCY VERIFICATION

Type of Letter (select one):

Subject Matter Area:

Type of Subject Matter Preparation Program Completed (select one):

Subject Matter Preparation Program Completion Date: _____

3. DECLARATION AND DATE

I hereby certify under penalty of perjury that all the required documentation and foregoing information submitted for this is true and correct.

Applicant's Signature: _____   Date: _____

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PROCESSING FEE PAYMENT OPTIONS AND INSTRUCTIONS

All candidates are required to pay the $10 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 $10 Subject Matter Competency Completion/Four-Fifths Completion
* Select Add to Basket
* Checkout and make your payment