REQUEST FOR PROGRAM COMPLETION VERIFICATION

INSTRUCTIONS

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 credential, etc. NOTE: CSUSB does not process formal credential recommendations to the Commission on Teacher Credentialing (C.T.C.) for the Appeal for Extension of Preliminary credentials. Please contact your employer for detailed information regarding their formal credential recommendation process.

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 PROGRAM COMPLETION VERIFICATION FORM: All applicants must submit an original Request for Program Completion Verification 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.

PROCESSING FEE: The *$35 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 PROGRAM COMPLETION VERIFICATION FORM

PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Student Identification Number:</th>
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<tbody>
<tr>
<td>First Name:</td>
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<tr>
<td>All Former/Maiden Name(s):</td>
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<tr>
<td>Address:</td>
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<td>City:</td>
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<td>Home Phone:</td>
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Email Address (Must remain valid for at least 100 days after the application submission date):

CREDENTIAL INFORMATION

If applying for more than one credential, please submit a separate application for each credential:

Indicate a check (✓) next to the CREDENTIAL TYPE for which you are applying:

- Administrative Services
- Ed. Specialist: Early Childhood
- Ed. Specialist: Mild/Moderate
- Ed. Specialist: Moderate/Severe
- Multiple Subject (SB 2042)
- Multiple Subject w/Bilingual AA (SB 2042)
- PPS: School Counseling
- PPS: School Psychology
- Reading & Language Arts Specialist
- Reading & Literacy Leadership Specialist
- Single Subject (SB 2042)
- Subject Area: ________________________________
- Designated Subjects: Career Technical Education
- Subject Area: ________________________________
- Designated Subjects: Special Subjects
- Subject Area: ________________________________

Indicate a check (√) next to the CREDENTIAL TERM for which you are applying:

- Preliminary
- Clear
- Certificate of Eligibility
- Clear Ed Specialist: Level II

Indicate a check (✓) next to the Added Authorization for which you are applying and list the subject area(s):

- Adapted Physical Education
- Reading & Literacy

List all CSUSB course work for which you are currently enrolled, if applicable:

Example: EDUC 603

TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

Confirm the following statements by providing your signature and date below:

I, the aforementioned, authorize Credential Processing to order and/or submit my transcripts(s), if applicable, to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of this application, I am required to follow-through with C.T.C.’s online application no later than 90 days after the credential recommendation date. Non-compliance will result in having to re-process an Application for Credential Recommendation with the appropriate fees. I certify under penalty of perjury that all the required documentation and foregoing information submitted for this application is true and correct.

Applicant’s Signature: __________________________ Date: ____________

Resp4ProgCompVerFormPaper 9-17
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.

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<td>Cell Phone:</td>
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<td>CSUSB Email Address:</td>
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SERVICE FEE: Indicate a (√) next to the appropriate processing fee. If more than one, please complete a separate Fee Receipt.

- $75 Subject Matter Competency Evaluation
- $35 Initial Designated Subjects Credential Recommendation Processing Fee
- $35 Program Admission Filing Fee
- $35 Program Completion Verification
- $25 Credential Recommendation Processing Fee
- $10 Out-Of-State Program Completion Verification
- $10 Subject Matter Competency Completion / Four-Fifths Completion Letter