

## Completion of Certification Program(s) Letter Request

Please complete this form to request a letter from Keene State College outlining the Completion of Certification Program(s) for State Department of Education Offices or for prospective employers.

Please print the following information:

Date of Request \_\_\_\_\_ Graduation date \_\_\_\_\_ KSC ID # \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address (other than ksc.mailcruiser.com) \_\_\_\_\_

Which certification program(s) are you completing (check the one/s that apply)?

- |  |   |
|--|---|
| <input type="checkbox"/> Chemistry for Grades 7-12           | <input type="checkbox"/> Modern Languages (French)  |
| <input type="checkbox"/> Dance Education                     | <input type="checkbox"/> Modern Languages (Spanish) |
| <input type="checkbox"/> Early Childhood Education           | <input type="checkbox"/> Music Education            |
| <input type="checkbox"/> Earth Space Science for Grades 7-12 | <input type="checkbox"/> Physical Education         |
| <input type="checkbox"/> Elementary Education (K-8)          | <input type="checkbox"/> Physics for Grades 7-12    |
| <input type="checkbox"/> English Education (5-12)            | <input type="checkbox"/> School Counselor           |
| <input type="checkbox"/> Life Sciences for Grades 7-12       | <input type="checkbox"/> School Principal           |
| <input type="checkbox"/> Middle Level Science for Grades 5-9 | <input type="checkbox"/> Social Studies Education   |
| <input type="checkbox"/> Mathematics Education (5-8)         | <input type="checkbox"/> Special Education Programs |
| <input type="checkbox"/> Mathematics Education (7-12)        |   |

**Student Teaching Experience(s) or Internships (only).** List each school separately.

School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Subject(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Subject(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Return this form to:

Debra Herget (e-mail: dherget@keene.edu)  
Teacher Education Office  
Keene State College  
Keene, NH 03435-2900

You will be sent one letter. If you plan to apply for more than one position, you will need to make additional copies of the letter. Please allow two to four weeks for delivery of your letter.