

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

INSTRUCTIONS

The Request for Subject Matter Competency Completion/Four-Fifths Completion Letter is a service offered and conducted by a Credential Analyst in order to verify the successful completion or four-fifths completion of a Commission on Teacher Credentialing (C.T.C.) approved subject matter competency program or the equivalency (via a CSUSB bachelor's degree in an approved subject matter preparation program or subject matter competency evaluation coursework).

NOTE: In addition to the requirements for the bachelor's degree, some majors require additional coursework to complete the approved subject matter preparation program. Please refer to the catalog year in which the major was declared or contact the department for the list of coursework.

The Request for Subject Matter Competency Completion/Four-Fifths Completion Letter is initiated with the submission of:

- The completed Request for a Subject Matter Competency Completion/Four-Fifths Completion Letter form
- Verification of \$10 processing fee payment

The request may be processed in person (see CSUSB Maps & Directions at <http://www.csusb.edu/mapsDirections/>) or by mail to Credential Processing or the Palm Desert Campus (see PDC Maps & Directions at <http://pdc.csusb.edu/campus.html>), 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. An original letter will be mailed to the applicant at the address listed on the form within approximately 5-10 business days from the submission date of the request.

PROCESSING FEE: The \$10 non-refundable processing fee may be paid using one of the following payment methods or additional payment options may be located at the Bursar website at <http://sfs.csusb.edu/paymentMethods.html>.

1. Submit a completed *Fee Receipt* (<http://coe.csusb.edu/forms/index.html>) directly to the Bursar (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM are acceptable). NOTE: The *Fee Receipt* (stamped by the Bursar) will need to be submitted to Credential Processing with your request.
2. Pay on-line with an electronic check or credit card (2.75% convenience fee) via American Express, Discover, MasterCard or VISA.
MyCoyote Payment Instructions:
 - 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 (**10.00**)
 - Select **Add to Basket**
 - Checkout and make your payment

NOTE: A copy of the MyCoyote confirmation page and a completed *Fee Receipt* will need to be submitted with your request.

3. Mail a *Money Order or Cashier's Check* only made payable to CSUSB with the completed *Fee Receipt* and request form directly to Credential Processing.

REQUEST FOR SUBJECT MATTER COMPETENCY/FOUR-FIFTHS COMPLETION LETTER FORM

Applicants that have completed additional coursework towards fulfilling Subject Matter Competency at another institution are required to submit official transcript(s) and written verification of approval from the Department Chair/ Authorized Evaluator. NOTE: To complete this form, download and/or print this pdf document.

PERSONAL INFORMATION

Student Identification Number:			
First Name:	Middle Name:	Last Name:	
All Former/Maiden Name(s):			
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
Email Address:			

SUBJECT MATTER PROGRAM INFORMATION

Select or list the type of letter for which you are requesting:
Select or list the subject matter program for which you have completed or will be completing:
List the degree date or completion date of the Subject Matter Competency equivalency program:

TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

Confirm the following statements by providing your signature and date at the bottom.

I, the aforementioned, authorize Credential Processing to order my transcript. I hereby certify under penalty of perjury that all the required documentation and foregoing is true and correct.

Applicant's signature:

Date:

FEE RECEIPT

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NOTE: To complete this form, download and/or print this pdf document.

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2. Pay on-line with an electronic check or credit card (2.75% convenience fee) via American Express, Discover, MasterCard or VISA.

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- Select **Student Center**
- Select **Make a Payment**
- Read Statement and Select **Next**
- Select **Make a 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 appropriate fee*)
- Select Add to Basket
- Select Checkout and make your payment option

NOTE: A copy of the MyCoyote confirmation page and a completed *Fee Receipt* will need to be submitted with your application.

PERSONAL INFORMATION

Student Identification Number:			
First Name:	Middle Name:	Last Name:	
Address:			
City:	State:	Zip:	
Home Phone:	Work Phone:	Cell Phone:	
Email Address:			

SERVICE FEE

Select or list the SERVICE for which you are applying:

OFFICE USE ONLY:

PS#: 501899-RT011-C0720-5000

QC#: 716