

REQUEST FOR COMPLETION OF 41-BSR

This request is for candidates who satisfied the Basic Skills Requirement (BSR) via coursework or combination of coursework and examination, and are seeking official completion of the 41-BSR form, Verification of Basic Skills Requirement) in order to obtain a substitute permit with the Commission on Teacher Credentialing. There is a \$10 (ten dollar) processing fee associated with this request.

To ensure proper processing of your request, complete this form in its entirety and email it along with the fee receipt to credrec@csusb.edu. All fields are required. Be sure to include any documentation applicable to your request. The completed 41-BSR form will be emailed to you using the email address provided below.

1. PERSONAL INFORMATION

Student Identification Number: _____

Candidate's Name: _____
First Middle Last

All Former/Maiden Name(s): _____

Address: _____
Number and Street City State Zip Code

Home/Cell Phone Number: _____ Work Number: _____

Email Address (MyCoyote or Personal): _____

2. CREDENTIAL INFORMATION

Credential Program Objective: _____

Subject Area (if applicable): _____ Date Officially Admitted: _____

How did you satisfy the BSR? _____

Did you have a Request for BSRE completed by Credential Processing: _____ Date BSRE Results Received: _____
If no, the Credential Analyst will need to conduct an evaluation to determine your eligibility.

I, the aforementioned, certify that I am officially admitted to and currently enrolled in a CSUSB credential/service program.

Candidate's Signature: _____ Date: _____

FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the \$10 *non-refundable* processing fee. Please follow the on-line payment instructions below.

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 (\$10.00)
- Select Add to Basket
- Checkout and make your payment

Confirmation of payment will be sent to your MyCoyote email address. NOTE: Confirmation of the payment must be submitted with the Request for Completion of 41-BSR.