# EVALUATION SERVICE REQUEST

**PLEASE NOTE:** This form cannot be processed without the requestor’s signature and submission of appropriate documents and fee(s).

Complete this form and submit it to the Credentials Office in the School of Education along with a copy of the “Store Front” receipt. Payment can be made at <https://commerce.cashnet.com/EDUCS>.

Mail (**DO NOT EMAIL**) to: School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928. **Contact** the Credentials Office at [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu) with any questions.

**Name:**

Last Name

First Name

Middle Name

Maiden/Former Name(s)

**Home Address:**

Address, City, State, Zip

**Phone:**

Home Phone (xxx)xxx-xxxx

Cell Phone (xxx)xxx-xxxx

**E-mail Address:**

E-mail address

**Date of Birth:** xx/xx/xxxx

**SSN:** xxx-xx-xxxx

**I am requesting the following Service (please mark box):**

* **Basic Skills Verification $25.00**

Description of Service: This service fee is charged to obtain official verification of Basic Skills requirement to use for the issuance of permits or other documents outside of SSU’s programs.

* **Basic Skills Evaluation for Non-SSU Credential Candidates $40.00**

Description of Service: This service fee is charged to obtain a transcript evaluation for Basic Skills requirement for non-SSU programs.

* **SSU-Credential Verification for Out-of-State Verification $25.00**

Description of Service: This service consists of obtaining an evaluation and verification signature on forms used to obtain credentials in other states (based on a credential earned at Sonoma State University).

* **Subject Matter Added Authorization $40.00**

Description of Service: This service consists of obtaining an evaluation of transcripts for an added subject matter authorization. If the evaluation is satisfactory, the applicant is then recommended for the subject matter authorization (will need $25 processing fee). If not, the applicant is given a result of the evaluation in writing. This fee is waived for candidates who request a subject matter authorization with their initial application for a preliminary credential.

OFFICE USE ONLY

Date Form/Payment Received:

By (initials): \_\_\_\_\_\_\_\_\_\_\_\_\_\_Evaluation/Verification Completed on:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_