

## Out of State Program Verification Cover Sheet for Teacher Candidates

Instructions:

- Complete the contact information and chart on this Cover Sheet.
- Complete the personal information on the Program Verification Form.
- Send the completed Cover Sheet and Program Verification Form via email to Rachel Simko at [rs824395@wcupa.edu](mailto:rs824395@wcupa.edu) or via mail to Certification Office, 302 Recitation Hall, 35 W. Rosedale Ave. West Chester, PA 19383.
- NOTE: If an official West Chester University transcript is required to be sent with the Program Verification Form, DO NOT place a transcript order through the Registrar's Office until AFTER the Certification Office confirms via email that the Program Verification Form has been completed.

Current Name: \_\_\_\_\_

All Former Names: \_\_\_\_\_

West Chester University ID #: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Check all documents required from West Chester University:

DOCUMENT(S) REQUESTED:	APPLICANT: Check if Needed	UNIVERSITY OFFICE: Check when Completed
Program Verification Form completed by the Certification Office		
Official West Chester University Transcript		
University Seal, Registrar Signature, Date		



**College of Education and Social Work**  
**302 Recitation Hall | 610-436-2321**