

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 _____ Degree Completion date _____ KSC ID # _____

Name: Last _____ First _____ MI _____

Address: Street _____

City _____ State _____ Zip _____

E-mail Address (other than ksc.keene.edu) _____

Check the specific certification(s) for which you plan to apply

- | | |
|----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Chemistry (7-12) | <input type="checkbox"/> Mathematics (5-8) |
| <input type="checkbox"/> Dance Education (K-12) | <input type="checkbox"/> Secondary Mathematics (7-12) |
| <input type="checkbox"/> Early Childhood (Birth-grade 3) | <input type="checkbox"/> Middle Level Science (5-9) |
| <input type="checkbox"/> Earth/Space Science (7-12) | <input type="checkbox"/> Music Education (K-12) |
| <input type="checkbox"/> Elementary Education (K-8) | <input type="checkbox"/> Physical Education (K-12) |
| <input type="checkbox"/> English Language Arts (5-12) | <input type="checkbox"/> Physics (7-12) |
| <input type="checkbox"/> Modern Languages (French) | <input type="checkbox"/> Principal |
| <input type="checkbox"/> General Special Education | <input type="checkbox"/> Social Studies (5-12) |
| <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Modern Languages (Spanish) |
| <input type="checkbox"/> Life Sciences (7-12) | |

Student Teaching Experience/s or Internship/s (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)

Educator Preparation 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.

Updated 1/21/2014