

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 _____ Graduation date _____ KSC ID # _____

Name: Last _____ First _____ MI _____

Address: Street _____

City _____ State _____ Zip _____

E-mail Address (other than ksc.mailcruiser.com) _____

Which certification program(s) are you completing (check the one/s that apply)?

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

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)

Teacher Education 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 6/27/2011