SJCOE
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Teachers College of San Joaquin

2857 Transworld Drive
Stockton, CA 95206
www.teacherscollegesj.edu
(209) 468-4926

TCSJ Professional Learning Center
Course Completion Form

Date: _____ ☐ Male ☐ Female

Please Print

Name: _____
Last First Middle

Maiden or Prior Last Name: _____ Last 4 digits of SSN: _____ Birthdate: _____

Home Address: _____
Street Apt. No.

_____
City State Zip Code

Home/Cell Phone Number: _____ Email: _____

One unit of professional development credit is available for each course, or series of eligible courses you complete, totaling 15 hours of effort. Eligible courses are identified with icon on the course thumbnail when viewed in the Courses and Workshops Directory. Credit is available at $85 per unit.

Course No.	Course Title	PLC Units	Dates	Instructor of Record Instructor/s of Course
		1		Pepper – PCG Education

To receive credit and transcripts:

- Please complete this ***Course Completion Form***.
- Please print a copy of your ***Course Completion Certificate*** from Pepper.
- Please make a check for $85 payable to the ***San Joaquin County Office of Education***.
- Mail the form, the certificate, and payment (check) to:

  San Joaquin County Office of Education
  Teachers College of San Joaquin
  ATTN: PLC/Judene Violante
  P.O. Box 213030
  Stockton CA 95213-9030

- After TCSJ/PLC Admissions receives the ***Course Completion Form***, the ***Course Completion Certificate***, and ***Payment (Check)***, Admissions will enroll participant in the database and record the grade.
- Transcripts will be available upon request seven (7) days after the paperwork and payment has been received. Transcript requests can be made by downloading the form from our website at: http://www.teacherscollegesj.edu/transcripts
- Questions? Please contact Judene Violante at jviolante@sjcoe.net