**TCSJ Professional Learning Center**

**Course Completion Form**

Name:

Address:

Phone:

Credit is available at $65 per semester unit. Each course in the Pepper library – with the exception of PEPPER 101x – is eligible for one semester unit of credit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Units** | **Instructor of Record** |
|  |  | 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 $65 and payable to the San Joaquin County Office of Education. Mail the form, the certificate, and payment (check) to:

San Joaquin County Office of Education

Teacher Development Department/TCSJ

Attn: Admissions/Esmeralda Capello

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 participants in the database and record the grade.

☐ Transcripts will be available upon request seven (7) days after the paperwork and payment has been submitted. To request your transcript, please email *Esmeralda Capello at* [*ecapello@sjcoe.net*](mailto:ecapello@sjcoe.net)for your copy.

**Transcripts will not be issued unless payment has been made.**