**TCSJ Professional Learning Center**

**Course Completion Form**

Name:

Address:

Phone:

Credit is available at $75 per unit per the number of units designated by the course. A minimum of 15 hours of course content is required per 1 unit of credit. Courses in the Pepper Library identified with the icon are eligible for credit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Units** | **Instructor of Record** |
|  |  |  | 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 $75 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’s Collage of San Joaquin

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. Transcript requests can be made by downloading the form from our website at: <http://www.teacherscollegesj.edu/content.aspx?ID=1408&title=Transcripts>

☐ Questions? Please contact Esmeralda Capello at [ecapello@sjcoe.net](mailto:ecapello@sjcoe.net).