**TCSJ Professional Learning Center**

**Course Completion Form**

Name:

Address:

Phone:

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

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| --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Units** | **Instructor of Record** |
|  |  |  |  |

***To receive credit and transcripts:***

☐ Please complete this Course Completion Form.

☐ Please print a copy of your Course Completion Certificate from Pepper.

☐ Please make an out for 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 sent out upon meeting all of the above requirements.

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

*Questions?? Contact Esmeralda Capello at* [*ecapello@sjcoe.net*](mailto:ecapello@sjcoe.net) *or the Registrar, Louise Gammon,* [*lgammon@sjcoe.net*](mailto:lgammon@sjcoe.net)