



REQUEST TO ADD CERTIFICATION FORM

Request to add certification to current master's degree.

Instructions: Submit this form along with the program documents to the Educator Preparation Program Office (EPP).

There is no guarantee that you will be admitted to the certification program or that courses you have completed will transfer. Contact the Educator Preparation Program Office before making a decision to add a certification.

You will receive an email of the admission decision (acceptance/denial) into the requested certification program from the EPP Office.

Section A: To be completed by the student.

Name: _____ **Student ID:** _____

UTPB Email: _____ **Phone Number:** _____

Current Graduate Program: _____ **Graduate GPA:** _____

New Certification Program Request: _____ **Semester and Year:** _____

Section B: Student signature.

Printed Name of Student

Signature of Student

Date

Submit change form and new program documents to:

Educator Preparation Program Office
Email: epp@utpb.edu
Phone: 432-552-2120

Section C: To be completed by the EPP Office. **Attach to admission sheet and return to Graduate Studies Office.**

Request Status: Approved Denied

Section D: To be completed by the Graduate Studies Office.

Reviewer Name: _____ Input Date: _____

Reviewer Signature: _____