



## Change/Add Request Form

If you wish to change or add an additional area of certification, the following form must be completed and submitted to the TPC office. In order to process your request a fee of \$20.00 for each certification area requested must be submitted with your completed form. Please submit the form by e-mail to [sharyn.grace@region10.org](mailto:sharyn.grace@region10.org) or mail to:

**Region 10 Education Service Center  
Teacher Preparation and Certification Program  
400 E. Spring Valley Rd.  
Richardson, TX 75081**

\_\_\_\_\_

Date

\_\_\_\_\_

Last Name	First Name	Middle Name
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\_\_\_\_\_

Current Mailing Address

\_\_\_\_\_

Email Address	Phone Number	Cell Number
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My current certification area is: \_\_\_\_\_

I wish to change my current certification area to: \_\_\_\_\_

I wish to add a second certification area: \_\_\_\_\_

*For office use only (Please do not write in this space)*

<i>\$20 fee received for each certification area requested:</i>	<i>Change approved:</i>
<i>Request denied/reason:</i>	<i>Notification date:</i>