

## Change Request Form

If you wish to change your area of certification, the following form must be completed and sent to the TPC office. In order to process your change request a fee of \$20.00 for each certification area requested must be submitted along with your completed form. Please mail to the following address:

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

\_\_\_\_\_

Date SSN#

\_\_\_\_\_

Last Name First Name Middle Name

\_\_\_\_\_

Current Mailing Address

\_\_\_\_\_

Email Address Phone Number Cell Number

My current requested certification area is: \_\_\_\_\_

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

*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>