



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 via fax 972-348-1493 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

_____ Current Mailing Address

_____ Email Address Phone Number Cell Number

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)

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