



## Official Transcript Verification

The credential approved programs in the Education for Inclusive Classrooms (EPIC) program offered by Educator Preparation Programs (EPP), require eligible candidates to have obtained a B/A or B/S per Education Code §44225(a)(1)(A), which defines “possession of a baccalaureate degree from a regionally accredited institution” as one of the basic requirements for a preliminary teaching credential. Title 5 of the California Code of Regulations §80435 defines what should be submitted with applications for credentials, certificates, and permits to verify coursework or baccalaureate requirements. Educator Preparation Programs will request official transcripts for verification purposes pursuant to the regulations determined by the California Commission on Teacher Credentialing (CTC).

### Official transcript verification description:

- Paper transcripts can only be accepted as official if it is delivered to us in the original envelope sent by the institution, and in its original delivery state (unopened and with security seals intact).
  - Mail official transcripts to: Educator Preparation Programs c/o Celina Gutierrez  
Santa Clara County Office of Education 1290 Ridder Park Dr. MC 232 San Jose,  
CA 95131.
- Electronically transmitted transcripts must be received from the degree granting institution, either directly or through a vendor used by the institution, or from a 3rd party other than the applicant. Digital secure official transcripts can be emailed to: [EPP@sccoe.org](mailto:EPP@sccoe.org) Subject Line: Official Transcript Verification.
- Foreign transcripts must be evaluated from an approved CTC organization, and delivered to our program either through mail delivery or electronically transmitted
  - [See here for list of approved organizations.](#)

Unofficial transcripts can be accepted provisionally to verify enrollment if applicant has indicated at time of application submission that they [the applicant], is in the process of or has already order an official transcript be delivered either through mail delivery or electronic submission as determined in the description above.

For more information about transcript requirements per CTC regulations, please visit the Commission website at [ctc.ca.gov](http://ctc.ca.gov).

