



**Quincy
University**

Certification Endorsement Transcript Review Request Form

- ✦ Please mail or fax this form and transcripts to the Certification Officer, School of Education at Quincy University.
- ✦ Printed transcripts, from all your attended undergraduate and graduate schools, must be attached. A Moodle print-out of your Quincy University transcript is acceptable. Unofficial copies of your transcripts may be used for this review. If it is found that the supplied transcripts were falsified, all results of the review will be null and void, and will result in the expulsion of the student from the program. (NOTE: NTEC students may request their transcripts be sent from NTEC. As part of the application process, four transcripts were required to be submitted. One set of the transcripts was for Certification purposes. Those official transcripts may be used for this review and saved for Certification at a later date. NTEC will send those transcripts upon your request.)
- ✦ The results of this review are based upon current program and certification requirements, the Quincy University School of Education retains the right to change program requirements based upon Illinois State Board of Education Certification and Accreditation requirements at any time. Any and all changes mandated by ISBE supersede this or any previous review of credits.
- ✦ An endorsement review is not a required service and every attempt is made to process them within a reasonable amount of time; however, there are circumstances that may delay the return. Certification issues supersede endorsement reviews. Note: Not attaching transcripts with this request will cause a delay.

**Direct any inquiries to: Certification Officer, School of Education
Quincy University, 1800 College Ave., Quincy, IL 62301
School of Education Phone Number: 217-228-5420 Fax: 217-228-5418**

Date:				
Q.U. I.D. Number:		Campus:		
Candidate's Name:				
QU E-Mail:		Alt. E-Mail:		
Home Phone:		Cellular Phone:		
Address:				
City, State Zip Code:				
Educational Program & Main Certification:	EDUCATIONAL PROGRAM		CERTIFICATION AREA	
		Traditional BS in Education	Elem. K-9	
		Traditional MS in Education	Special K-12	
		Professional Development Prog. (PDP)	Secondary 6-12	
		Alternative Certification Prog. (MAC)		
	Converted MSE from MAC			
Reason for Transcript Review:				
Check the Endorsement to Review:	Program Endorsement in Special Education			
	Program Endorsement in BIL and/or ESL			
	Program Endorsement in Reading			
		Middle Grades Content Area	Subject:	
		Secondary Content Area	Subject:	