

Application for Credit Registry

This form MUST be returned with the appropriate (non-refundable) fee or it will not be processed.

PERSONAL INFORMATION			
Name (First, M.I., Last.)		Previous Name(s) (if applicable)	
Date of Birth	Last four digits of SS#	Sex (Male/Female)	
Address	City	State	Zip
Email Address (please write clearly)		Phone Number (with area code)	
SOURCE OF CREDITS TO BE PLACED ON TRANSCRIPT (LIST ALL)			
<hr/> <hr/>			
Standardized College-Level Examinations: <i>(List titles above)</i> <input type="checkbox"/> AP <input type="checkbox"/> Excelsior <input type="checkbox"/> CLEP <input type="checkbox"/> DANTES <input type="checkbox"/> GRE <input type="checkbox"/> Other			
SCHOOL OR ORGANIZATION WHERE YOU WANT ONE (1) COSC TRANSCRIPT SENT			
<div style="text-align: center; margin-bottom: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> (Name/Title) </div> <div style="text-align: center; margin-bottom: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> (Institution/Company) </div> <div style="text-align: center; margin-bottom: 10px;"> <hr style="width: 80%; margin: 0 auto;"/> (Number/Street) </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center; width: 25%;"> <hr style="width: 80%; margin: 0 auto;"/> (City) </div> <div style="text-align: center; width: 25%;"> <hr style="width: 80%; margin: 0 auto;"/> (State) </div> <div style="text-align: center; width: 25%;"> <hr style="width: 80%; margin: 0 auto;"/> (Zip Code) </div> </div>			
SIGNATURE			
I hereby certify that the above statements are true and correct to the best of my knowledge.			
<hr style="width: 80%; margin: 0 auto;"/> <i>Student Signature</i>		<hr style="width: 80%; margin: 0 auto;"/> <i>Date</i>	
<i>This form MUST be returned with the appropriate (non-refundable) fee by check, money order, or online payment or it will not be processed.</i>			
FEE	CT RESIDENT	NON-CT RESIDENT	
Credit Registry: Teacher	\$118.00	\$118.00	
<i>If a participant in the credit registry intends to transfer these credits to another college/organization, it is the participant's responsibility to ensure that the receiving institution's academic policy will allow for the transfer of such credit.</i>			

Credit Registry For Teachers

Charter Oak State College in cooperation with the Connecticut State Department of Education, has established a Credit Registry program. This program is designed to assist individuals who wish to use standardized exams in meeting certification requirements for cross endorsement, for individuals who have worked in approved private schools for a minimum of two years in an appropriate teaching assignment or for individuals who are enrolled in and advised through the Alternate Route to Teacher Certification program with the State of Connecticut.

HOW TO USE THE CREDIT REGISTRY

1. Check first with the Department of Education-Bureau of Teacher Certification or the Alternate Route to Teacher Certification to determine what you need to do to meet certification requirements using the Charter Oak State College Registry. Their Web page is located at <http://www.ct.gov/sde/cert> or you can write them:

Bureau of Certification and Professional Development
Connecticut State Department of Education
P. O. Box 150471 - Room 243
Hartford, Connecticut 06115-0471
(860) 713-6969
Alternate Rt <http://www.ctdhe.org/ARC/default.htm>
contact: arc@ctdhe.org

2. Submit the Credit Registry Application and fee to Charter Oak State College. Identify the specific scores you wish to have added to your Charter Oak State College transcript.
3. Have official scores for exams you have taken and want to use for certification sent to Charter Oak State College. Contact the Credit Registry office to determine if an exam taken (or planned) is on the approved Charter Oak State College list and the credit awarded for those exams by COSC.
4. The College Level Examination Program (CLEP) can provide you with more information by calling (800) 257-9558 or from their website: www.collegeboard.com/clep/
5. The DANTES Subject Standardized Test information can be located at <http://www.getcollegecredit.com/> or by calling 877-471-9860.

Contact information for other credit bearing exams can be obtained through the Credit Registry office at the phone number below. For individuals requiring more assistance in taking exams consider the following option: <http://www.istudysmart.com/>

6. Exams are administered monthly at Charter Oak State College's Newington testing office. If you intend to take CLEP or DANTES exams at Charter Oak please review procedures on-line www.registerblast.com/cosc . The testing staff suggests registration at least 3 weeks in advance to reserve a spot at one of our testing dates.
7. New credits can be added in the first year of the registry. There is a fee for reactivating the registry after the first year.

**Charter Oak State College
Credit Registry
55 Paul Manafort Drive
New Britain, CT 06053**