

Education Specialist Preliminary Credential

EARLY CHILDHOOD SPECIAL EDUCATION, MILD/MODERATE SUPPORT NEEDS, & EXTENSIVE SUPPORT NEEDS

USE THIS CHECKLIST IF YOU ENROLLED IN THE EDUCATION SPECIALIST PROGRAM BEGINNING SUMMER 2022 OR LATER

For additional information, visit our website at:
<http://www.sjsu.edu/education/academics/credentials/>

Submit all forms and applicable fees with application packet.

- ☐ **Information Sheet:** Type in your information and print form.
- ☐ **\$25 Processing Fee:** Pay online at: <https://commerce.cashnet.com/SJSUCRD>. Write receipt # on information sheet.
- ☐ **Program Planning Guide:** Contact specialed@sjsu.edu to request for a copy of your PPG. Credential course substitutions must be approved by the department and indicated on your PPG.
- ☐ ***Subject Matter Competency (SMC):** Check the option that applies.
 - ☐ CTC approved subject matter preparation program – submit copy of SMC letter
 - ☐ CTC approved major – your transcripts will be verified
 - ☐ CSET Exam – submit a copy of the official exam score report
 - ☐ SMC Lite Evaluation – submit a copy of the email confirmation from the Credentials Office
 - ☐ Combination of Coursework + CSET Exam – submit a copy of the coursework approval and exam score report.
- ☐ ***U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved exam. CSU graduates who earned a bachelor's degree are waived from this requirement. Official transcripts are required if CSU bachelor's degree or course was completed outside of SJSU.
- ☐ **Adult, Child, and Infant CPR:** Copy of VALID CPR card certifying completion of Infant, Child and Adult CPR. American Heart Association or American Red Cross is recommended. Online courses are acceptable as long as they meet the American Heart Associate guidelines.
- ☐ **CalTPA:** Copy of official score report for Math Cycle and Literacy Cycle verifying "requirement met" for both assessments.

The following documents/requirements do not need to be submitted but are required for your credential recommendation and will be verified by our office:

- Bachelor's or Higher Degree from a regionally accredited institution of higher education
- Basic Skills Requirement (BSR): Met with a bachelor's or higher degree from a regionally accredited institution.
- Official Transcripts – You may be required to submit transcripts in the event we are unable to access your records.
- Certificate of Clearance or Emergency Permit

NOTE: *Interns may submit a copy of their intern credential in lieu of the Subject Matter Competency (SMC), U.S Constitution, Basic Skills Requirement (BSR), and Bachelor's Degree requirements.

Completing the CTC Online Recommendation Process: Upon receipt of your application, you will receive an email confirmation containing instructions and a designated date to complete the final step of the recommendation process. For step-by-step instructions, visit link: <https://www.ctc.ca.gov/credentials/complete-recommend/> **NOTE: Please complete your recommendation within 90 days of filing your credential with our office. Recommendations not completed within this timeframe will be purged from the CTC system.**

Submit **COMPLETE** application packet to credentials@sjsu.edu or mail to:

San Jose State University – Credential Services
One Washington Square, Sweeney Hall 445
San Jose, CA 95192-0015