**How to apply for the PPS Credential:**

**In order be eligible, you must meet these criteria:**

* You must have a 3.0 GPA in your Credential coursework, and may not be disqualified from SJSU.
* Your coursework must have been completed within the last 7 years.
* Once your file is complete (including receipt of all official transcripts) processing takes up to 2 weeks. They are reviewed in the order received.

Once you are ready to apply, you must complete these 3 steps:

1. Complete the Information Coversheet
* The coversheet can be found on this webpage: **http://www.sjsu.edu/education/departments/cred\_office/apply\_cred/index.html**
1. Pay the application processing fee
* You can pay the fee online at: **https://commerce.cashnet.com/SJSUCRD**
1. Complete the appropriate checklist and forms
* These can also be found online at: **http://www.sjsu.edu/education/departments/cred\_office/apply\_cred/index.html**