

# Clear Education Specialist Credential

(EARLY CHILDHOOD SPECIAL EDUCATION, MILD/MODERATE DISABILITIES, OR  
MODERATE/SEVERE DISABILITIES)

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 [Suchi.Bhunia@sjsu.edu](mailto:Suchi.Bhunia@sjsu.edu) to request for a copy of your PPG.
- 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.
- Additional Requirements May be Required if the Following Applies to you:**
  - Individuals who hold a Level I Education Specialist Credential must complete additional requirements including courses on a Transition Plan, Autism, Health Education, and Technology. See Program Planning Guide for evaluation details.
  - Credential candidates transferred from Out of State (OOS) or Out of Country (OOC) must also complete requirements outlined under the renewal section of their Preliminary or Level I Credential.

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**The following documents do not need to be submitted but is required and will be verified by a credential analyst.**

- Official Transcripts – We will access these from the SJSU’s document database. You may be required to submit transcripts if we are unable to access them.
- Preliminary or Level I Education Specialist Credential

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**Completing the Recommendation Process with CTC:** About 2-3 weeks after filing your credential with our office, you are required to log onto your Educator Page via the CTC web site to complete the online recommendation process. You will receive communication by email from our office with instructions and a specific date to complete this process. NOTE: Your recommendation will be purged from the CTC system after 90 days of filing your credential with our office.

Submit **COMPLETE** application packet to [credentials@sjsu.edu](mailto:credentials@sjsu.edu) or mail to:

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