

Preliminary Education Specialist Credential

(EARLY CHILDHOOD SPECIAL EDUCATION, MILD/MODERATE DISABILITIES,
& 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 to request for a copy of your PPG.
- *Basic Skills Requirement:** Copy of CBEST official score report. [BSR Verification Form](#) is required if meeting requirement with an alternate option.
- *Subject Matter Competency:** Copy of official CSET score report or approved SMC waiver. Subject Matter Competency is NOT required for ECSE candidates.
- RICA:** Copy of official score report. Subject Matter Competency is NOT required for ECSE candidates.
- *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.
- *Bachelor's Degree** – Your degree will be verified by the Credentials Office. We will access your transcripts from SJSU's document database.
- Credential Course Substitutions** – Must be approved by the department and indicated on your PPG.

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

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.
- Certificate of Clearance or Emergency Permit

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 or mail to:

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