

Single Subject

SB2042 PRELIMINARY CREDENTIAL

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.
- *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 report.
- Technology Level 1:** Google Educator Level I Certificate AND *Digital Citizenship Training Certificate.
*The Digital Citizenship Training Certificate is NOT required if you completed EDTE 246/260 in F18 or later.
- *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 Association guidelines.
- CalTPA:** Copy of official score report. Submit the 1-page report “requirement met” for both cycles.
- Transcripts:** SJSU transcripts are not required to be submitted with your application. Credential Services will access your SJSU transcripts. Official transcripts are required if the following were completed at another institution. You may request electronic transcripts from the institution to be sent directly to credentials@sjsu.edu.
 - Credential Course Substitutions – Must be approved by the department and indicated on your PPG.
 - *Bachelor’s Degree** – Official transcripts with date conferred. Out of country degrees require official foreign transcript evaluations. You may submit an unofficial copy of your transcripts if you were issued a CTC emergency permit/credential that previously required verification of your bachelor’s degree.

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, Bachelor’s Degree, and Bilingual Authorization Exam requirements.

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

- Certificate of Clearance or Emergency Permit
- Program Planning Guide – Your program department will provide a copy to Credential Services.

Completing the Recommendation Process with CTC: Two 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 process. For step-by-step instructions, go to <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. 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