

PK-3 EARLY CHILDHOOD EDUCATION SPECIALIST INSTRUCTION PRELIMINARY CREDENTIAL

For additional information, visit our website at:

<http://www.sjsu.edu/education/academics/credentials/>

Submit all forms and applicable fee with your 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.
- ☐ **Subject Matter Competency (SMC):** Copy of approved SMC waiver letter.
- ☐ **Technology Requirement:** Google Educator Level I Certificate OR 4 Technology Modules. See link for details.
- ☐ **U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved exam. CSU graduates who earned a bachelor's degree meet this requirement; your transcripts will be verified.
- ☐ **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 or American Red Cross guidelines.
- ☐ **CalTPA:** Copy of official score report verifying completion of Math Cycle and Literacy Performance Assessment Cycle (LPA). Submit the 1-page report "requirement met" for both cycles.
- ☐ **Bilingual Authorization (BILA):** For candidates enrolled in the Mandarin or Spanish BILA program, submit verification of language proficiency and complete and submit the BILA program contract with your application: [Mandarin](#) or [Spanish](#).

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

- Program Planning Guide/Credential Coursework
- Bachelor's or Higher Degree from a regionally accredited institution of higher education
- Official Transcripts – You may be required to submit transcripts in the event we are unable to access them.
- 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, 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 be advised that you must complete your recommendation within 90 days of filing your credential with our office. Recommendations that are 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