

# Bilingual Authorization

## ADDED AUTHORIZATION

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.
- Approved Program Contract:** Download the contract, complete the top section, and submit it with your application. [BILA Program Contract Spanish](#) or [BILA Program Contract Mandarin](#).
- Language Proficiency:** Select one option below for Spanish or Mandarin.
  - CSET LOTE Subtest III - Spanish (147) or Mandarin (165)
  - Bachelor's or Higher Degree in language being sought (Spanish or Mandarin)
  - Foreign Degree from a country of the language being sought. [Foreign degree evaluation](#) must be equivalent to a regionally-accredited institution of higher education in the United States.
- Transcripts:** If all credential coursework were completed at SJSU, you do not need to submit transcripts. However, official transcripts are required for course substitutions completed at another institution.
- VALID Prerequisite CA Credential REQUIRED:** A valid California teaching credential (Multiple Subject, Single Subject, Education Specialist, Speech-Language Pathology or Clinical or Rehabilitative Services Credential with a Special Class Authorization) is required. Prerequisite credential must be valid at the time of application. Credentials will be verified by Credential Analyst. If your credential is expired, it must be renewed before the Bilingual Authorization can be processed.
- English Learner Authorization:** Valid Language Development Specialist (LDS) Certificate, CLAD Certificate, teaching credential with an English Learner Authorization (ELA) or CLAD Emphasis.

**Completing the CTC Online Recommendation Process:** Once we receive your application, our office will send you an email confirmation containing instructions and a designated date to finalize this last step. You must access your Educator Account on the CTC website to proceed with the recommendation 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](mailto:credentials@sjsu.edu) or mail to:

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