SJSU SAN JOSÉ STATE UNIVERSITY

Connie L. Lurie
College of Education
Credential Services

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Computer Science Authorization

To add the Computer Science Authorization, you are required to file your application directly with the Commission on Teacher Credentialing (CTC). Note that paper applications may take 4 weeks or longer to process.

CTC is the final granting authority for added authorizations.

Follow the instructions below for submitting your paper application to CTC.

1. **Complete the CTC Credential Application Web Form application.**
   a. Section 2, select "Add Subject/Authorization to Existing Document"
   b. Section 3. select "Teaching Credential" and "Other", Enter Supplementary Authorization: Computer Science
   c. Sections 6-7, complete and answer all questions.
   d. Section 9, complete all sections.
   e. Print a copy.
   f. Sign and date with wet signature.
2. **$100 Application Fee payable to CTC** - Check or Money Order only. Check the link to make sure the fee amount has not changed.
3. **Include the following supporting documentation with your application:**
   a. Supplementary Authorization Worksheet. Enter your name and SSN.
      i. Introductory Authorization – 10 units (attached, page 2)
      ii. Specific Authorization – 13 units (attached, page 3)
   b. Official SJSU transcripts reflecting completion of CS Authorization courses. You may request for SJSU transcripts here.
   c. CS Authorization Course Descriptions and Program Plan (attached, page 4-6)
   d. Copy of your Multiple or Single Subject Credential. You may look up a copy on the CTC website.
4. **Mail your complete application to:**

   Commission on Teacher Credentialing (CTC)
   651 Bannon Street, Suite 600 A
   Sacramento, CA 95811
   Attn: Certification Division

If you have any questions about the application once it has been mailed to CTC, you may contact CTC directly.

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