

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 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.
- Subject Matter Competency**
- Technology Level 1:** Google Educator Level 1
- 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 Associate guidelines.
- RICA:** Copy of official score report.
- CaITPA:** Copy of official score report. Submit the 1-page report "requirement met" for both cycles.

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

- Program Planning Guide/Credential Coursework – Your program department will provide a copy to Credential Services.
- Bachelor's Degree – Your bachelor's degree will be verified by our office.
- Official Transcripts – We will access your transcripts from the SJSU's document database. You may be required to submit transcripts in the event 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