

# 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 (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 (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 do not need to be submitted but are required and will be verified by our office:**

- Program Planning Guide/Credential Coursework – Your program department will provide a copy to us.
- Bachelor's or Higher Degree – Your bachelor's or higher 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 your records.
- 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:** 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 <https://www.ctc.ca.gov/credentials/complete-recommend/>. 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