

# Single Subject

## SB2042 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.
- ☐ **\*Basic Skills Requirement (BSR):** Bachelor's or higher degree from a regionally accredited institution. Your degree will be verified by the Credentials Office. You may be required to submit official transcripts if we are unable to access your records.
- ☐ **\*Subject Matter Competency (SMC):** Copy of official CSET score report and/or 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 are waived from this requirement.
- ☐ **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. Submit 1-page report "requirement met" for both cycles.
- ☐ **Bilingual Authorization:** For candidates adding the Spanish or Mandarin bilingual authorization, 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 the**

**Credential Services 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 Basic Skills Requirement (BSR), Subject Matter Competency (SMC), U.S Constitution, and Bachelor's Degree requirements.**

**Completing the CTC Online Recommendation Process:** Upon receipt of your application, we will send an email confirmation with instructions and a designated date to finalize this final step. To proceed, please access your Educator Account via the CTC website. For step-by-step instructions, go to <https://www.ctc.ca.gov/credentials/complete-recommend/>

**NOTE: Please complete your recommendation within 90 days of filing your credential with our office.**

**Recommendations not completed within this timeframe will be purged from the CTC system.**

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