

Adapted Physical Education 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:** Contact Dr. Jihyun Lee at 408-924-1986, jihyun.lee01@sjsu.edu or Dr. Erin Siebert at 408-924-3207, erin.siebert@sjsu.edu.
- Official Transcripts:** Hard copies of official transcripts should be submitted with your complete application packet. Electronic transcripts should be sent directly to credentials@sjsu.edu. **NOTE:** If all APE credential coursework were completed at SJSU, you do not need to submit transcripts.
- COURSE SUBSTITUTIONS - OFFICIAL transcripts are required for course substitutions from another institution.
- VALID Prerequisite Teaching Credential:** Will be verified by Credential Analyst.

NOTE: Possess a valid prerequisite teaching credential authorizing the teaching of physical education in any grade K-12 or a credential authorizing instruction or services in special education. The following credentials are acceptable:

- Single Subject in Physical Education
- Multiple Subject
- Standard Secondary with a major or minor in Physical Education
- Standard Elementary with a major or minor in Physical Education
- Standard Early Childhood
- Special Secondary in Physical Education
- General Secondary
- General Junior High School
- General Elementary
- General Kindergarten–Primary
- Education Specialist Instruction*
- General Special Education*
- Standard Special Education*
- Ryan Specialist Instruction*
- Special Education Services Credential with a Special Class Authorization

* Individuals holding these prerequisite credentials are required to complete twelve semester units of physical education coursework with a minimum of three semester units in both kinesiology and motor development along with the APE Added Authorization program. **NOTE:** A Single Subject Teaching Credential with a supplementary authorization in sports and games or Introductory Physical Education is not a valid basic teaching credential for an individual to obtain the APE Specialist Added Authorization.

Completing the Recommendation Process with CTC: Two 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 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 credentials@sjsu.edu or mail to:

San Jose State University – Credential Services
One Washington Square, Sweeney Hall 101
San Jose, CA 95192-0015