

Early Childhood Special Education ADDED AUTHORIZATION

For additional information, visit our website at:
<http://www.sjsu.edu/education/academics/credentials>

IMPORTANT NOTE:

This is an **Added Authorization** for Education Specialist Teaching Credentials only.

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.
- Program Planning Guide:** Obtained from your program office. Call 408.924.3700.
- Official Transcripts:** Submit transcripts with your complete credential application packet. Official transcripts must reflect successful completion of all required program coursework for added authorization. Submit transcripts with this application packet.
- Copy of VALID/CURRENT Education Specialist Credential:** Prerequisite credential must be in Special Education. Education Specialist Level 2 Credential (Learning or Severely Handicapped, Mild/Moderate, or Moderate/Severe).

NOTE: A Education Specialist Credential (Special Education) is required for this added authorization. Prerequisite credential must be valid at the time of applying and must not expire in less than a year.

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