

Clear Education Specialist Credential

(EARLY CHILDHOOD SPECIAL EDUCATION, MILD/MODERATE DISABILITIES,
& MODERATE/SEVERE DISABILITIES)

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 number on information sheet.
- Program Planning Guide:** Contact Suchi.Bhunia@sjsu.edu in the Special Education Department at for a copy of your program planning guide. Or call 408-924-3700.
- Transcripts: Hard copies of official transcripts should be submitted with your complete application packet. Electronic transcripts should be sent directly to credentials@sjsu.edu.**
 - OFFICIAL** transcripts are required for ALL credential course substitutions completed outside of SJSU. NOTE: If all clear credential courses were completed at SJSU, transcripts are not required.
- 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.
- Copy of Preliminary or Level 1 Education Specialist Credential:** You may print a copy of your credential from the CTC website at ctc.ca.gov.

NOTE: Individuals who hold a Level 1 Education Specialist Credential, must complete additional requirements including courses that include a Transition Plan, Autism, Health Education, and Technology. See Program Planning Guide for details.

Out of State (OOS) and Out of Country (OOC) transferred credentials must also complete requirements outlined under the renewal section of their preliminary or level I credential. An evaluation must be completed by a Credential Analyst upon entering the Clear Education Specialist Credential Program to determine additional requirements.

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 credentials@sjsu.edu or mail to:

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