

Multiple Subject & 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.
- Program Planning Guide:** Contact the Teacher Education Department for this form at 408-924-3771. Approved course equivalence forms must be attached for all substituted courses.
- *Basic Skills Requirement:** Copy of CBEST official score report. [BSR Verification Form](#) is required if meeting requirement with an alternate option.
- *Subject Matter Competency:** Copy of official CSET score report or approved SMC waiver.
- RICA:** Copy of official score report. Required for Multiple Subject candidates ONLY.
- Technology Level 1:** Copy of ONE of the following options 1) SJSU COE Technology Exam Certificate with passing results, OR 2) Digital Citizenship Certificate of Completion AND Google Educator Level I Certificate, OR 3) CSET-Preliminary Educational Technology (subtests I & II).
- *U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved waiver exam. CSU graduates who earned a bachelors degree are waived from this requirement. Official transcripts required for course or bachelor's degree verification completed outside of SJSU.
- Infant, Child, and Adult 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 NOT acceptable.
- CalTPA:** Copy of official score report.
- *Certificate of Clearance or Emergency Permit:** Copy of CURRENT permit.
- Transcripts:** Submit transcripts with your complete application packet.
 - UNOFFICIAL SJSU transcripts reflecting all credential coursework listed on program planning guide.
 - OFFICIAL transcripts are required for course substitutions completed outside of SJSU.
 - *OFFICIAL transcripts with Bachelors Degree posted**/conferred with graduation date if graduated outside of SJSU. Out of country degrees required official foreign transcript evaluations.
- *Bilingual Authorization (MS only) –** Copy of official results for CSET exam/Spanish Subtest III (147).

NOTE: *Interns may submit a copy of their intern credential in lieu of the BSR, SMC, U.S Constitution, Certificate of Clearance and Bachelors degree requirement.

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