

Reading & Literacy Leadership Specialist

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 at 408-924-3771 for a copy of your program planning guide.
- Verification of Experience:** Minimum of 3 years of successful, full-time experience required. Teaching experience may be from any grade, preschool through adult. However, student teaching, intern teaching, and teaching while holding an emergency teaching permit or variable term waiver are not acceptable toward the three-year requirement. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience. The letter must include dates of employment and position(s) held.
- 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 credential RLLS coursework were completed at SJSU, you do not need to submit transcripts.
 - COURSE SUBSTITUTIONS - OFFICIAL transcripts are required for course substitutions from another institution.
- Copy of current/valid CLEAR Multiple or Single Subject Credential:** You may submit a printout of your credential from the CTC website at ctc.ca.gov.
- English Learner Authorization:** Possession of an English learner authorization issued by the Commission. **NOTE:** Click [here](#) for a summary of documents issued by the Commission authorizing instruction to English learners (EL).

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