

Teacher Librarian Services

CLEAR 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.
- Approved Program Contract:** Send request to MaryAnn.Harlan@gmail.com.
- 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 TL credential coursework were completed at SJSU, you do not need to submit transcripts.
 - COURSE SUBSTITUTIONS - OFFICIAL transcripts are required for course substitutions completed at another institution.
- English Learner Authorization:** Possession of an English learner authorization issued by the Commission. **NOTE:** Check [here](#) for a summary of documents issued by the Commission authorizing instruction to English learners (EL).
- VALID California Teaching Credential:** Copy of a valid prerequisite Teaching Credential. **NOTE:** If your prerequisite credential will expire in less than one year, please renew before applying for the Teacher Librarian Services Credential. You may download a copy of your credential from the CTC website at www.ctc.ca.gov.

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