

## Terms and Definition of Requirements

**CalTPA** – Submit a copy of your CalTPA score report. If you completed PACT, you may print a copy from your TASK stream account. Students in the Education Specialist Credential Program are not required to complete CalTPA.

**CBEST (BSR):** A Xerox or pdf copy of the test score report is acceptable.

**CERTIFICATE OF CLEARANCE** – Must be valid at the time of application. Emergency Permits may be submitted are acceptable as long as they are valid at the time of application. You are not required to submit verification; however, we will verify your certificate of clearance or emergency permit during the evaluation process.

**CPR** – Certification must include **Infant, Child and Adult CPR** and must be valid at the time of applying. Due to Covid-19, online certification is acceptable. We are recommending the online following course offered through **ProCPR Online CPR Certification**. If you plan to complete a different course, please check with us for approval prior to registering for the course.

**PROGRAM PLANNING GUIDE/CONTRACT** – This form is issued by your program department. It lists all of the coursework required for your credential.

**RICA:** A xerox or pdf copy of the test score report is acceptable. RICA is only required for Multiple Subject and Special Education (MMD & MSD) candidates.

**SPANISH BILINGUAL AUTHORIZATION:** Multiple Subject candidates adding on this authorization must have verification of passing the CSET LOTE III exam (147). Submit copy of test results.

**SUBJECT MATTER COMPETENCY:** Submit a copy of your CSET score report or Subject Matter Competency Letter/Report.

**TECHNOLOGY LEVEL 1** – Students enrolled in the Multiple or Single Subject credential program are required to complete the Google Educator Level 1. Students enrolled in the Special Education credential programs are required to complete EDSE 241.

**TRANSCRIPTS:** If you completed your bachelor's degree and ALL credential coursework at SJSU, you do not need to submit transcripts. We will access your SJSU transcripts on our end.

**ELECTRONIC TRANSCRIPTS:** If applicable, official electronic transcripts may be sent from the institution directly to us at credentials@sjsu.edu. If electronic transcripts are not an option, you may send an official set of official transcripts to Credential Services by postal mail.

- **SJSU credential coursework** – After your grades are posted in your final semester, review for discrepancies. You may submit your application once grades are posted and all credential requirements are completed.
- **Transferred credential coursework completed outside of SJSU** - Any credential coursework transferred to SJSU's credential program from another institution must be approved by the department advisor/chair and noted on your program plan. OFFICIAL transcripts must accompany course equivalence paperwork.
- **Verification of Bachelors/Higher Degree from another Institution** – Individuals who received their bachelor's degree outside of SJSU must submit transcripts verifying degree and date conferred. If you are filing for your first credential with CTC you will need to submit OFFICIAL transcripts with degree and date conferred. If you hold a CTC permit /credential that required verification of degree previously, you may submit an unofficial copy.

**U.S. CONSTITUTION** - This requirement may be satisfied by ONE of the following 3 options:

- 1) CSU graduate/verified by degree posted on transcripts; OR
- 2) Approved Test; OR
- 3) Equivalent Course (official transcripts required) with grade of C or better. This option must be approved by the Credentials Office. Submit US Constitution Verification form to the Credentials Services Office for review:

[http://www.sjsu.edu/education/docs/Constitution\\_Verification\\_Form.pdf](http://www.sjsu.edu/education/docs/Constitution_Verification_Form.pdf)