Terms and Definition of Requirements

**Basic Skills Requirement (BSR)** – CBEST or verification of meeting BSR through another exam and/or coursework approved by the Credentials Office.

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

**CERTIFICATE OF CLEARANCE** – Must be valid at the time of application. Emergency Permits are acceptable as long as they are valid at the time of filing. 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 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). Single Subject/Spanish candidates enrolled in the Bilingual Authorization Program are exempt from this requirement.

**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** – You are not required to submit any transcripts unless we are unable to access your transcripts through the SJSU document database. You may be required to submit official transcripts if we are unable to access them.

   ELECTRONIC TRANSCRIPTS: If required, 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.

**Verification of Bachelors/Higher Degree from another Country** – Individuals who received their bachelor’s or higher degree outside of the U.S. must submit foreign transcript evaluation verifying their degree is U.S. equivalent. If you submitted an evaluation when you applied to SJSU, we will access it from the document database. You may be required to submit an official copy in the event we are unable to access them.

**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: