

Credential Application: Instructions & Application Form

Credential Application Requirements for ITEP/ITEP-B Students:

1. **Attend an Applicant Orientation Session:** If you have completed LSTP 185, you have already met this requirement.
2. **Complete Teacher Education Department Application for the Credential**
Application deadlines are posted on the [Teacher Education website](#).
3. **Send *completed* application as a PDF in the order of the checklist (see Appendix C) to Deb Codioli via deb.codioli@sjsu.edu. Please include your name and program pathway in the email subject line.** For example: "Sandra Cisneros Credential Application: ITEP"
4. **An admission interview will be scheduled with an advisor.**
 - a. If no response is received to our scheduling request via email/phone message, the Teacher Education Department will assume the application has been voluntarily withdrawn.
 - b. If you are an applicant to the ITEP-B (BITEP) pathway, your interview will be conducted in Spanish.

KEEP ORIGINAL COPIES FOR YOUR RECORDS! If you have questions regarding your admission, email Deb Codioli at deb.codioli@sjsu.edu

Appendix A
Credential Application Process Information

Multiple Subject Credential Program Application Components:

The application packet must include all of the items listed in Appendix C.

1. Complete the Application Form (See Appendix D).
2. Prepare a brief (one page) resume that details your college-level academic, employment, and volunteer experiences. In describing a position you held (employment or volunteer service), highlight the duties you performed and any awards/accomplishments you would like us to know about.
3. In your Statement of Purpose, explain how you arrived at your decision to become a teacher and your commitment to complete the requirements for the credential. Your essay should be one to two pages in length (double spaced, 10-12 font type).
4. For bilingual program candidates a second Statement of Purpose is required, written in Spanish explaining why you want to teach in a *bilingual* classroom. (It should not be a translation of your first essay). Your essay should be one to two pages in length (double spaced, 10-12 font type).
5. Two (2) letters of recommendation are needed for the application. These letters must be from people in a supervisory role who have known you in a professional or educational setting. Letters must speak to your ability to work with people (particularly children), your work ethic, your intellectual capabilities, or other characteristics pertinent to teaching. All letters must be written within the past 2 years). All letters of recommendation must include the date the letter was written, the handwritten signature of the recommender, and contact information of the recommender.

Photocopies may be submitted in place of original documents for the following requirements, #'s 6, 7, 8, 9 and 10.

6. Provide score report verifying completion of Basic Skills Requirement OR submit [SJSU COVID-19 Exceptions Form](#). Applicants may satisfy the basic skills requirement by submitting score reports documenting successful completion of **ONE** of the following options listed [here](#).

7. Provide unofficial transcripts from ALL colleges & universities you attended, including SJSU. The minimum cumulative GPA required for admission into the Multiple Subject Credential Program is 2.75.
8. Provide documentation verifying minimum of 45 hours of Pre-Professional Experience. Verification of 45 Pre-Professional hours completed (or in progress) through LSTP 185. Fill out Appendix E (may need to be signed by current LSTP 185 instructor) OR submit [SJSU COVID-19 Exceptions Form](#).
9. Provide verification of Subject Matter Competency by supplying one of the following:
 - 1) Passing CSET scores for Multiple Subjects.
 - 2) Proof of having completed 80% of an Elementary Approved Subject Matter Preparation Program. Form provided and completed by your current Liberal Studies advisor (see Appendix F).
 - 3) Submit [SJSU COVID-19 Exceptions Form](#).
10. Provide Certificate of Clearance documentation (see Appendix B).
11. Liberal Studies Advising Worksheet (documenting GE, Liberal Studies, and University courses still required) (See Appendix G).
12. Submit complete Application packet to deb.codiroli@sjsu.edu in the Teacher Education Department by application due date. **Please include your name and program pathway in the email subject line. For example: "Sandra Cisneros Credential Application: ITEP".**

Appendix B
Additional Department Program Requirements & Explanations

Certificate of Clearance (CoC)

A CoC is a document that verifies that the individual has completed the Commission's (CCTC) fingerprint and character and identification process. If you did this for LSTP 185 and received the Certificate of Clearance, you can use that for the ITEP application).

Instructions (3 steps) on how to obtain the Certificate of Clearance (CoC):

Step 1 – Live Scan Service

1. Make an appointment for Live Scan Service at SJSU Police Department by calling (408) 924-2172. For additional Live Scan Service Locations: <https://oag.ca.gov/fingerprints/locations>.
2. Print three copies of [Livescan 41-LS form](#) and take with you to the Live Scan appointment.

Step 2 – Certificate of Clearance Application via CCTC

1. After Live Scan is done, complete online application for the CoC via the CCTC website: <https://www.ctc.ca.gov/credentials/apply>.
2. The fee for a CoC is payable by credit card only.
3. Immediately following the successful submission of the online application, an email will be sent containing a confirmation number and a link to the Track Payment web page.
4. Once the CoC application is submitted, the system will search for your LIVESCAN electronic fingerprints, which is sent electronically to CCTC by the Live Scan Service.
5. When requirements for issuance of the CoC are completed an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look-up and Status page: <https://www.ctc.ca.gov/credentials/online-services>.

Step 3 - Email a copy of the online Certificate of Clearance to the Record Specialist at deb.codiroli@sjsu.edu.

District-Level Fingerprint Clearance (required prior to student teaching in EDEL143A)

Although candidates are required to have a CoC on file with the CCTC, *some* of our participating districts require district-level clearance as well. Candidates should arrange an appointment with the participating district's Human Resources Department at least 10 working days before the start of the field placement/student-teaching experience to ensure district-level fingerprint clearance is completed. Candidates may not begin their field placement without having both CCTC and if required, district-level clearance.

Appendix C
Application Checklist*

Name: _____ SJSU Student ID: _____

TEACHER EDUCATION APPLICATION FILE (#1-13 must be included in your application packet)		YES	NO
1	Application Checklist (this page) Print and enclose a copy of this sheet with your application packet		
2	Teacher Education Multiple Subject Credential Application Form (See Appendix D)		
3	Resume		
4	Statement of Purpose – “Why I Want to be a Teacher” (all candidates in English)		
5	Second Statement of Purpose for Bilingual Authorization Spanish applicants (written in Spanish)		
6	Letter of Recommendation 1		
	Letter of Recommendation 2		
7	Basic Skills Requirement (CBEST, etc.) – Submit a <i>photocopy</i> of your passing scores (See Appendix A) OR SJSU COVID-19 Exception Form .		
8	Transcripts – Submit ONE set of <u>unofficial</u> SJSU transcripts (be sure all your transfer units are included).		
9	45 hours of Pre-Professional Experience - Document experience on the TE Pre-Professional Experience Verification Form, or submit COVID-19 Exception Form .		
10	Subject Matter Competency (e.g., CSET, 80% ESM Waiver completion)- Submit a <i>photocopy</i> of passing scores OR Appendix F form signed by LSTP Advisor for the ESM waiver OR SJSU COVID-19 Exception Form .		
11	Advising Worksheet – signed by your LSTP advisor with required courses still needing to be completed or scheduled. (See Appendix G).		
12	Certificate of Clearance - Copy must show issuance date (See Appendix B).		

* You only need to submit 1 SJSU COVID-19 Exception Form, even if you are using it to satisfy more than 1 requirement for your application.

Appendix D

**B/ITEP Credential Program
Application Form**

Application Date: _____ Admission Semester: _____

Personal Information

Student ID: _____

Last Name: _____ First Name _____

Mailing Address:

Phone: _____ SJSU Email: _____

Personal Email: _____

Degree Information (choose one):

ITEP (BA + Credential):

ITEPB (BA + Credential + Spanish Bilingual Authorization):

Credential Program Objective:

I intend to enroll (choose one):

Part-time / 1-6 units (2 classes a semester) – Aligns with SJSU’s Part-time tuition.

Full-time / 7-16 units (3 or more classes a semester) – Aligns with SJSU’s Full-time tuition.

Appendix E
Teacher Education Pre-Professional Experience Verification Form

Name: _____ Student ID: _____

Documentation of Field Experience

A total of 45 hours of field experience in a *public* school K-8 classroom is required for admission. This requirement is met through the successful completion of LSTP 185 (verified through unofficial transcripts) or verification of current active enrollment and progress in the class (verified through unofficial transcripts and current instructor signature on this form).

This form must be submitted with unofficial transcript by the document deadline.

_____ I have successfully completed LSTP 185 and have highlighted the course in my enclosed unofficial transcripts.

_____ I am currently enrolled in LSTP 185, am attaching my unofficial transcripts with this course highlighted, and my instructor for the course has affirmed (below) that I am in the course and on track to successfully complete it by the end of the current semester.

I, (name of current LSTP 185 instructor) _____, certify that the above-name applicant is currently on track to successfully complete LSTP 185 by the end of _____.

Instructor Signature: _____ Date: _____

Appendix F

Elementary Subject Matter (ESM) Waiver Instructions for B/ITEP Students

All Liberal Studies Programs are approved by the California Commission on Teacher Credentialing (CCTC) for waiver of the subject matter examination (CSET for Multiple Subjects) required to earn a teaching credential. To earn the waiver, the courses below or their authorized substitutions, must be successfully completed. Students on the LSTP traditional pathway who do not complete these courses will be required to take the CSET prior to applying for the credential program. All students applying for the B/ITEP pathways are required to include in their application to the credential program proof that 80% of the required ESM courses (20 of the courses below) will be complete at the time of entrance into the program. Two of the remaining four courses are met *during* the credential, leaving at most two undergraduate courses to be completed during the students' final three semesters. This form must be filled out and signed by your LSTP advisor. For all ESM waiver students (traditional and B/ITEP pathways), after final grades for 100% of the ESM requirements are posted, students *apply* for the ESM waiver through the coordinator of the program. This is required to apply to the state of California for a credential.

Required Elementary Subject Matter Courses	Status
BIO 21/ENVS 10	
CA 177	
CHAD 60/CHAD 70	
CHAD 149	
EDTE 162/262 (ITEP only)	Incomplete
ENGL 1A	
ENGL 2	
ENGL 112A	
ENVS 158	
GEOL 103	
HIST/POLS (Approved D23/US123 Course)	
HIST/POLS (Approved D23/US123 Course)	
LING 107	
SOCS 137	
SOCS 139	
MATH 12	
MATH 105	
MATH 106	
CHEM 30A	
PHYS 1	
Studio art course	
Studio art course from a different discipline	

I, _____ verify that _____

Student ID# _____ will have successfully completed 80% of the ESM waiver upon entrance to the program in _____ of _____.

Advisor

Signature _____ Date _____

Appendix G
Liberal Studies Advising Worksheet

Student: _____ ID # _____

The above student needs to complete the following courses to meet University, GE, and Liberal Studies major requirements. This list does not include credential courses.

Course	Units

Course	Units

Course	Units

Please list any credential courses you have taken:	When?

Advisor name _____ Signature _____ Date _____