

Preliminary Education Specialist Credential

(EARLY CHILDHOOD SPECIAL EDUCATION, MILD/MODERATE DISABILITIES,
& MODERATE/SEVERE DISABILITIES)

**THIS CHECKLIST APPLIES TO CANDIDATES ENROLLED IN THE EDUCATION SPECIALIST PROGRAM PRIOR TO SUMMER 2022.
IF YOU ENROLLED IN SUMMER 2022 OR LATER, PLEASE USE THE [EDUCATION SPECIALIST PRELIMINARY 2022 CHECKLIST](#).**

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 special@sjssu.edu to request for a copy of your PPG. Credential course substitutions must be approved by the department and indicated on your PPG.
- ☐ ***Basic Skills Requirement (BSR):** Bachelor's or higher degree from a regionally accredited institution. Your degree will be verified by the Credentials Office. You may be required to submit official transcripts if we are unable to access your records.
- ☐ ***Subject Matter Competency (SMC):** Copy of official CSET score report or approved SMC waiver/report. Subject Matter Competency is NOT required for ECSE candidates.
- ☐ **RICA vs. Literacy Performance Assessment:** Copy of official score report. RICA is NOT required for ECSE candidates.
- ☐ ***U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved exam. CSU graduates who earned a bachelor's degree are waived from this requirement. Official transcripts are required if CSU bachelor's degree or course was completed outside of SJSU.
- ☐ **Adult, Child, and Infant CPR:** Copy of VALID CPR card certifying completion of Infant, Child and Adult CPR. American Heart Association or American Red Cross is recommended. Online courses are acceptable as long as they meet the American Heart Associate guidelines.
- ☐ ***Bachelor's Degree** – Your degree will be verified by the Credentials Office. We will access your transcripts from SJSU's document database.
- ☐ ***Certificate of Clearance** – Copy of certificate of clearance or emergency permit.

NOTE: *Interns may submit a copy of their intern credential in lieu of the Basic Skills Requirement (BSR), Subject Matter Competency (SMC), U.S. Constitution, Bachelor's Degree, and Certificate of Clearance.

Completing the CTC Online Recommendation Process: Once we receive your application, our office will send you an email confirmation containing instructions and a designated date to finalize this last step. You must access your Educator Account on the CTC website to proceed with the recommendation process. For step-by-step instructions, go to <https://www.ctc.ca.gov/credentials/complete-recommend/>. **NOTE:** Your recommendation will be purged from the CTC system after 90 days of filing your credential with our office.

Submit **COMPLETE** application packet to credentials@sjsu.edu or mail to:

San Jose State University – Credential Services
One Washington Square, Sweeney Hall 445
San Jose, CA 95192-0015