

Single Subject

PRELIMINARY CREDENTIAL

For additional information, visit our website at:
<http://www.sjsu.edu/education/academics/credentials/>

Submit all forms and applicable fee with your application packet.

- ☐ **Information Sheet:** Download the form, type in your information, save and print a copy.
- ☐ **\$25 Processing Fee:** Pay online at: <https://commerce.cashnet.com/SJSUCRD>. Write receipt # on application.
- ☐ ***Subject Matter Competency (SMC):** Include a copy of your final SMC report approved by your subject area advisor. Check the option that applies:
- ☐ CTC approved subject matter preparation program – submit copy of SMC letter
 - ☐ CTC approved major – your transcripts will be verified
 - ☐ CSET Exam – submit a copy of the official exam score report
 - ☐ Coursework only – coursework completion will be verified
 - ☐ Combination of Coursework + CSET Exam – submit a copy of official exam score report, coursework completion will be verified.
- ☐ **Technology Requirement:** Google Educator Level I Certificate OR 4 Technology Modules. See link for details.
- ☐ ***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.
- ☐ **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 Association or American Red Cross guidelines.
- ☐ **CalTPA:** Copy of official score report verifying "requirement met" for both cycles 1 and 2.
- ☐ **Bilingual Authorization:** Candidates adding the Spanish or Mandarin bilingual authorization, please download, complete, and submit the BILA program contract with your application: [Mandarin](#) or [Spanish](#). All requirements listed on the contract are required.

The following documents/requirements do not need to be submitted but are required for your credential recommendation and will be verified by our office:

- Program Planning Guide – Verification of coursework completion
- Bachelor's or Higher Degree from a regionally accredited institution of higher education
- Basic Skills Requirement (BSR): Met with a bachelor's or higher degree from a regionally accredited institution.
- Official Transcripts – You may be required to submit transcripts in the event we are unable to access your records.
- Certificate of Clearance or Emergency Permit

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

Completing the CTC Online Recommendation Process: Upon receipt of your application, you will receive an email confirmation containing instructions and a designated date to complete the final step of the recommendation process. For step-by-step instructions, visit link: <https://www.ctc.ca.gov/credentials/complete-recommend/> **NOTE: Please complete your recommendation within 90 days of filing your credential with our office. Recommendations not completed within this timeframe will be purged from the CTC system.**

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