

PK-3 EARLY CHILDHOOD EDUCATION SPECIALIST INSTRUCTION

For additional information, visit our website at:

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.

Subject Matter Competency (SMC): Copy of approved SMC waiver letter

Technology Level 1: .!

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.

RICA: Copy of official score report.

CaITPA: Copy of official score report. Submit the 1-page report "requirement met#" for both cycles.

The following documents do not need to be submitted but are required and will be verified by a credential analyst.

Program Planning Guide/Credential Coursework – Your program department will provide a copy to us.

Bachelor's or Higher Degree – Your bachelor's or higher degree will be verified by our office.

Official Transcripts – We will access your transcripts from the SJSU's document database. You may be required to submit transcripts in the event we are unable to access your records.

Certificate of Clearance or Emergency Permit

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 <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. **NOTE:** Your recommendation will be purged from the CTC system after 90 days of filing your credential with our office.

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