SJSU SAN JOSÉ STATE UNIVERSITY

Connie L. Lurie
College of Education
Credential Services

One Washington Square
Sweeney Hall 445
San José, CA 95192-0015

408-924-3541
credentials@sjsu.edu

Reading & Literacy Leadership Specialist

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 the Teacher Education Department at 408-924-3771 for a copy of your program planning guide. Completion of all RLLS credential coursework will be verified by Credential Services. Course substitutions completed outside of SJSU must be indicated on the program contract. You may be required to submit official transcripts if we are unable to access your records.

☐ **Verification of Experience:** Minimum of 3 years of successful, full-time experience required. Teaching experience may be from any grade, preschool through adult. However, student teaching, intern teaching, and teaching while holding an emergency teaching permit or variable term waiver are not acceptable toward the three-year requirement. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience. The letter must include dates of employment and position(s) held.

☐ **Copy of current/valid CLEAR Multiple or Single Subject Credential:** You may submit a printout of your credential from the CTC website at **ctc.ca.gov.**

☐ **English Learner Authorization:** Possession of an English learner authorization issued by the Commission. **NOTE**: Click **here** for a summary of documents issued by the Commission authorizing instruction to English learners (EL).

Completing the Recommendation Process with CTC: About 2-3 weeks after filing your credential with our office, you are required to log onto your Educator Page via the CTC web site to complete the online recommendation process. You will receive communication by email from our office with instructions and a specific date to complete this process. NOTE: Your recommendation will be purged from the CTC system after 90 days of filing your credential with our office.

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

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

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