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

Teacher Librarian Services
CLEAR CREDENTIAL

> 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.

☐ **Approved Program Contract:** Send request to Jonathan.Hunt@sjsu.edu. Completion of all TL 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.

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

☐ **CURRENT California Teaching Credential:** Copy of a current prerequisite Teaching Credential is required. **NOTE:** If your prerequisite credential will expire in less than one year, please renew before applying for the Teacher Librarian Services Credential. You may download a copy of your credential from the CTC website at www.ctc.ca.gov.

Completing the CTC Online Recommendation Process: Upon receipt of your application, we will send an email confirmation with instructions and a designated date to finalize this final step. To proceed, please access your Educator Account via the CTC website. For step-by-step instructions, go to 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**