

Early Childhood Special Education

ADDED AUTHORIZATION

For additional information, visit our website at:

<http://www.sjsu.edu/education/academics/credentials>

PLEASE NOTE: This is an **Added Authorization** for holders of an Education Specialist Teaching Credential. Your Education Specialist Credential must be valid at the time of applying for the ECSE Added Authorization and must not expire in less than 6 months.

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 Form:** Contact the Special Education Office to request for a copy of the form approved and signed by the Department Chair: special@sjssu.edu
- ☐ **Official Transcripts:** Submit transcripts with your complete credential application packet. Official transcripts must reflect successful completion of all required program coursework for added authorization. Submit transcripts with this application packet.
- ☐ **Copy of VALID/CURRENT Education Specialist Credential:** Prerequisite credential must be not be expired. The ECSE AA credential follows the expiration dates of the perquisite credential. You may look up your credential on the [CTC website](#).

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:

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