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

Administrative Services Credential
PRELIMINARY CREDENTIAL OR CERTIFICATE OF ELIGIBILITY

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 Contract:** Contact the Educational Leadership Department at 408-924-3616.

☐ **Verification of Experience: Minimum of 5 five years of successful, full-time experience** in a public school, nonpublic school, or private school of equivalent status located in California or another state, or a combination of experience earned in California and another state. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services equal to five years. Full-time service means service for a minimum of four hours per day for at least three-fourths of the total days in the school year. Substitute or part-time service does not apply. **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.**

☐ **Verification of Employment as an Administrator (CL-777):** If you are filing for your preliminary credential, you must be employed as an Administrator. Fill out the CL-777 form an submit with your application. This form is not required if you are not employed as an Administrator and obtaining the Certificate of Eligibility.

Check the credential that you are filing: ☐ **Preliminary OR** ☐ **Certificate of Eligibility**

☐ **Copy of VALID Clear California Credential:** For the Administrative Services Credential, effective July 1, 2013, a prerequisite credential is defined as: Clear or Life Multiple Subject, Single Subject, or Education Specialist Teaching Credential, Designated Subjects Teaching Credential, Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services.

Note: The term of the Preliminary Credential is determined by the dates of your prerequisite credential. The prerequisite credential must not expire in less than year at the time of applying for your Administrative Services Credential. A Certificate of Eligibility does not expire.

☐ **Basic Skills Requirement:** Bachelor's or higher degree from a regionally accredited institution. Your degree will be verified by the Credentials Office. You may be required to submit official transcripts if we are unable to access your records.

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.

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