

# PK-3 Early Childhood Education Credential Program Subject Matter Competence (SMC) Assessment

The Subject Matter Competency (SMC) requirement for the PK-3 Early Childhood Education Specialist Instruction Credential is required by CTC. Candidates must meet the PK-3 program subject matter requirements before being given daily whole class instructional responsibilities in a preschool through third grade setting. Applicants have two options to demonstrate subject matter competence for the PK-3 Early Childhood Education Specialist Credential Program.

*Note that approvals are only valid for the PK-3 credential program offered at San Jose State University. CTC is the final granting authority of the Subject Matter Competency requirement.*

**OPTION 1: DEGREE** - Possession of a baccalaureate degree or higher from a regionally accredited institution of higher education in one of the **EXACT** majors listed below:

- Child Development
- Child and Adolescent Development
- Human Development
- Early Childhood Education
- Child and Family Studies
- Early Childhood Studies
- Human Development and Family Science
- Family Science
- Child, Adolescent, and Family Studies

**OPTION 2 - COURSEWORK** - Completion of coursework in early childhood education and/or child development.

### Coursework Criteria:

- 24 semester units or 36 quarter units of non-remedial coursework
- A passing grade of C or better in each course used to meet the requirement
- Coursework must be completed at a regionally accredited institution of higher education
- Coursework must be degree-applicable
- Professional or personal development classes are not acceptable
- Foreign degrees/coursework, see note below.

### NOTES:

- **SJSU Child and Adolescent Development BA Program Graduates** (any pathway) will automatically meet the SMC requirement and will not need to participate in this assessment process.
- **Community College Students without a BA degree do not complete this form.** See [PK-3 FAQ](#) for more information about eligibility requirements.
- **Foreign Degrees** - DO NOT submit your foreign transcripts. Your foreign degree/coursework must be evaluated by a CTC approved agency. See [Foreign Transcript Evaluation](#) for information. Once you receive your foreign transcript evaluation from the agency, you may submit the survey. If you have questions, you may contact Credential Services at [credentials@sjsu.edu](mailto:credentials@sjsu.edu).
- **Candidates should submit SMC assessment** at least 4 weeks prior to the application due date for initial review.
- **Students who have completed 12- 23 ECE/CD semester units** (or equivalent quarter units) but meet all other application requirements may be conditionally admitted.

**SMC ASSESSMENT PROCESS** - Follow the instructions below to start the SMC assessment process. Submit all required documentation outlined below.

**IMPORTANT NOTE:** Submit 4 weeks prior to the admission deadline for the semester you are applying to avoid delays with your admission to the program.

**PREPARE your documents for submission:**

- 1. COMPLETE** the [PK-3 SMC Assessment Form](#). Download the form and complete the fillable form.
  - Label your form with your name: *LAST.First\_PK3 SMC Assessment Form*
  - Option 1, enter the exact major awarded on your transcript.
  - Option 2, list only the courses that meet the criteria above.
- 2. PREPARE** your Transcripts for upload.
  - Label each transcript: *LAST.First\_Name of Institution*
  - Unofficial transcripts are acceptable as long as identifying information such as your name and the institution name are on the document
  - Include all transcripts reflecting degree major or eligible coursework listed on your form.
  - Current and former SJSU students with an SJSU ID do not need to submit transcripts, please provide your SJSU ID when completing the google survey
  - If you are unable to provide your SJSU ID, please submit transcripts with your request.

**SUBMIT your request:**

- 3. COMPLETE** the online [PK-3 SMC Assessment Google Survey](#).
  - 4. UPLOAD** completed PK-3 SMC Assessment Form and all applicable transcripts through the Google Survey.
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**PROCESSING TIME:**

- The processing time is 2-4 weeks depending on the volume of requests received.
  - You will be notified by email about the status of your SMC assessment.
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**QUESTIONS?**

Contact us at [luricollege-teacheradmissions@sjsu.edu](mailto:luricollege-teacheradmissions@sjsu.edu).