EARN ONE ADD ONE
APPLICATION CHECKLIST

ALL EARN ONE ADD ONE GRANT CANDIDATES
Please apply for the Earn One Add One Grant online at https://caesar.sccoe.org/
All documents can be uploaded online via CAESAR, official transcripts can be mailed in

All submissions will require:
- Earn One Add One Letter of Intent (template is available on our website)
- Two letters of recommendation (Please make sure ALL LETTERS are signed and dated)
  - One letter MUST BE from a current supervisor (no exceptions)
- $75 application submission fee (BA Candidates applying to San Jose State excluded)

BA Candidate-
Please refer to San Jose State for specific application instructions

Accelerated Pathway
- A valid copy of your General Education (MS/SS) Clear Teaching Credential
- Verification of employment*
- Unofficial transcripts
  *Verification should be in the form of an official contract, or an official letter from authorizing HR department manager or director, on letterhead, signed and dated with contact information included

Preliminary Education Specialist Instruction Credential
Moderate/Severe, Mild/Mod & ECSE
- CBEST Scores-Passing
- US Constitution
  - Can be met if student graduated from a CSU, or has met the requirement as an undergrad
- Official College transcripts
  - Unofficial will be accepted provisionally via Caesar

Moderate/Severe & Mild/Mod only
- CSET
  - A least 1 subtest, passed/no pass accepted

CLEAR Education Specialist Instruction Credential
- Copy of Preliminary Education Specialist Credential*
- Verification of employment**
  *CTC approved course in the following (for Level 1 Preliminary Education Specialist Credential ONLY)
    - Health Education
    - Computer Education
  **Verification should be in the form of an official contract, or an official letter from authorizing HR department manager or director, on letterhead, signed and dated with contact information included

Questions? Call 408-453-6522 or email EPIC@sccoe.org

Find out more at EPP.sccoe.org

Santa Clara County Office of Education

PROMOTING THE VALUES OF EQUITY, INCLUSION, AND SOCIAL JUSTICE IN EDUCATION