

PPS Clear Credential

SCHOOL COUNSELING OR SCHOOL SOCIAL WORK W/CWA

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:** Contact your program department.
 - **School Counseling** – Complete the [PPS School Counseling Credential Worksheet](#) and send it to your advisor and Department Chair for approval. If you have any questions contact the Counselor Education Department at 408-924-3634.
 - **School Social Work** - Contact the School of Social Work at 408-924-5800.
- *Basic Skills Requirement:** Copy of CBEST official score report. [BSR Verification Form](#) is required if meeting requirement with an alternate option.
- *Bachelor's Degree** – Your degree will be verified by the Credentials Office. We will access your transcripts from SJSU's document database. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to credentials@sjsu.edu.
- MASTER'S Degree** – A Master's degree in Counselor Education or Social Work is required. Verify that your MA degree has been awarded before filing for your credential. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to credentials@sjsu.edu.
- Course Substitutions** – Course substitutions must be documented on your approved program contract. You may be required to submit official transcripts in the event that we are unable to access your transcripts. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to credentials@sjsu.edu.
- *Certificate of Clearance:** Fingerprinting and background check required if this is your initial credential issued by CTC. If you do not hold one, click on link for step-by-step instructions for obtaining a Certificate of Clearance.

NOTE: *Interns may submit a copy of their intern credential in lieu of the BSR, Bachelor's Degree, and Certificate of Clearance.

Completing the Recommendation Process with CTC: About 2-3 weeks after filing your credential with our office, you are required to log onto your Educator Page via the CTC web site to complete the online recommendation process. You will receive communication by email from our office with instructions and a specific date to complete this process.

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