Intern Extension

For additional information, visit our website at: http://www.sjsu.edu/education/departments/cred_office/apply_cred

QUESTIONS? Contact us: credentials@sjsu.edu or 408-924-3541

Submit all forms and applicable fees with application packet.

☐ Information Sheet: Print your information. Available at: http://goo.gl/hMvz4W

☐ $25 Processing Fee: Write receipt # on information sheet. Pay online at: https://commerce.cashnet.com/SJSUCRD

☐ $100 CTC Application Fee: Check, money order or cashier's check is accepted, made payable to the Commission on Teacher Credentialing or CTC


☐ Personal Statement: Provided a statement explaining valid reasons and extenuating circumstances that necessitate the appeal, including any supporting documentation.

☐ Proof of Enrollment: Verification of enrollment in supervision course.

☐ Letter of support: Provided by your program coordinator supporting your request for the extension and verifying your current status in the program including a copy of your current program plan.

☐ Letter from employer: Provided by the HR personnel verifying your continued employment.

☐ Intern Credential: Copy of credential to which the extension will be applied.

Application Processing Time: Requests for extensions are submitted as paper applications to CTC. The processing time may take up to 3 months or longer. CTC makes the final decision to grant extensions. It is the applicant's responsibility to follow up and check their application status by logging on to their Educator Page via the CTC website (http://www.ctc.ca.gov). The applicant may also contact CTC directly by sending an e-mail to credentials@ctc.ca.gov.

Submit COMPLETE application in person or mail to:

San Jose State University / Credentials Office
One Washington Square, SH 119
San Jose, CA 95192-0015

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