

# Internship

## CHANGE OF DISTRICT

For additional information, visit our website at:

[http://www.sjsu.edu/education/about-us/departments/cred\\_office](http://www.sjsu.edu/education/about-us/departments/cred_office)

### **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>
- Intern Memo:** Letter issued by your program department verifying start date of internship, NEW district information and county where intern services will be performed.
- Proof of Enrollment in Supervision Course:** Printout from your MySJSU account.
- Copy of current Intern Credential:** You may print a copy of your current credential from the CTC website by logging on to your Educator Page at: <http://www.ctc.ca.gov/credentials>
- CTC Application Form 41-4:** Complete the paper application, leave section 2 blank. Print and submit with your packet. For help with application, review the [CTC Application Instructions](#).
- CTC Processing Fee:** \$50 check or money order payable to CTC.

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**Completing the Application Process with CTC:** Two weeks after filing your credential with our office, you MUST log onto your Educator Page via the CTC web site to complete the online portion of the 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.

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Submit **COMPLETE** application packet to:  
**San Jose State University – Credential Services**  
**One Washington Square, Sweeney Hall 106**  
**San Jose, CA 95192-0015**