SJSU SAN JOSÉ STATE UNIVERSITY

Connie L. Lurie
College of Education
Credential Services

San José State University
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Credentials@sjsu.edu

Pupil Personnel Services (PPS) Internship
SCHOOL COUNSELING

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

☐ **Intern Memo:** Issued by your program department verifying start date of internship, district, and county where intern services will be performed. Contact the Counselor Education Department at 408-924-3634 for intern paperwork.

☐ **Intern Program Policy Form:** Complete form, sign, and submit with your application.

☐ **Basic Skills Requirement:** Copy of CBEST official score report. BSR Verification Form is required if meeting requirement with an alternate option.

☐ **Bachelor's or Higher Degree:** OFFICIAL transcripts with degree awarded is required. Out of country degrees require official foreign transcript evaluations. SJSU graduates do not need to submit transcripts. Submit transcripts with your complete credential application packet or send electronic transcripts directly to credentials@sjsu.edu.

☐ **Enrollment:** Proof of current enrollment in supervision course EDCO 292 required. Interns are required to enroll in supervision every semester in the intern program. NOTE: It is the intern's responsibility to notify the Program Coordinator and the Credentials Office upon withdrawing from the intern program.

☐ **Certificate of Clearance:** Fingerprinting and background check required, if this is your initial credential issued by CTC. Visit our website for step-by-step instructions for obtaining a Certificate of Clearance.

Completing the Recommendation Process with CTC: Two 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 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.

Submit **COMPLETE** application packet credentials@sjsu.edu or mail to:

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