

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 - [PPS School Counseling Credential Worksheet](#). 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.
- Official Transcripts:** Electronic official transcripts should be sent directly to credentials@sjsu.edu.
NOTE: If all credential coursework and degrees were completed at SJSU, you do not need to submit transcripts.
 - COURSE SUBSTITUTIONS - OFFICIAL transcripts are required for course substitutions from another institution.
 - *BACHELOR'S Degree – OFFICIAL Transcripts with degree awarded are required if completed at another institution.
 - MASTER'S Degree – Your master's degree awarded in counselor education (or equivalent) is required. NOTE: OFFICIAL Transcripts with master's degree conferred are required if completed at another institution.
- *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: 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 to credentials@sjsu.edu or mail to:

San Jose State University – Credential Services
One Washington Square, Sweeney Hall 101
San Jose, CA 95192-0015