

Education Specialist Internship

(Early Childhood Special Education, Mild/Moderate Disabilities, Moderate/Severe Disabilities)

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>
- Intern Memo:** Issued by your program department verifying start date of internship, district and county where intern services will be performed. Contact the Special Education Department at 408-924-3700.
- CBEST:** Copy of official score sheet
- Subject Matter Competency:** Copy of official CSET score sheet or waiver
- Official Transcripts:** Submit transcripts with your complete credential application packet. Official transcripts with Bachelors or Masters Degree conferred.
- US Constitution:** Official transcripts reflecting successful completion of acceptable course or approved waiver exam.
- Certificate of Clearance:** Copy of Certificate of Clearance or Emergency Permit.
- Enrollment:** Proof of current enrollment in supervision course required. Enrollment in supervision course is required during the entire 2-year internship. NOTE: It is your responsibility to notify the Credentials Office if you withdraw from the intern program.

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.

**Submit COMPLETE application packet to:
San Jose State University - Credentials Office
One Washington Square, SH 119
San Jose, CA 95192-0015**