

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 to initiate the process.
- ☐ **Intern Program Policy Form:** Complete form, sign, and submit with your application.
- ☐ **Basic Skills Requirement (BSR):** Bachelor's or higher degree from a regionally accredited institution. Your degree will be verified by the Credentials Office. You may be required to submit official transcripts if we are unable to access your records.
- ☐ **Bachelor's or Higher Degree:** Your degree will be verified on our end. You may be required to submit official transcripts if we are unable to access your transcripts from SJSU's document database.
- ☐ **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 CTC Online Recommendation Process: Once we receive your application, our office will send you an email confirmation containing instructions and a designated date to finalize this last step. You must access your Educator Account on the CTC website to proceed with the recommendation 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 445
San Jose, CA 95192-0015