

# Multiple Subject & Single Subject INTERNSHIP CREDENTIAL

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 your intern program advisor or the Teacher Education Department at 408-924-3771.
- Intern Program Policy Form:** Complete form, sign, and submit with your application.
- Basic Skills Requirement:** Copy of CBEST official score report or [BSR Verification Form](#) is required if meeting requirement with an alternate option.
- Subject Matter Competency:** Copy of official CSET score report or approved SMC waiver.
- \*Bachelor's Degree** – Your degree will be verified by the Credentials Office. We will access your transcripts from SJSU's document database. You may be required to submit official transcripts if we are unable to access your transcripts.
- U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved waiver exam. CSU graduates who earned a bachelors degree are waived from this requirement. Official transcripts required for course or bachelor's degree verification completed outside of SJSU. Click on link for other options.
- Certificate of Clearance:** Certificate of Clearance or Emergency Permit.
- Enrollment:** Proof of current enrollment in supervision course 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.
- Bilingual Authorization** - Copy of official results for CSET exam/Spanish Subtest III (147). Single Subject/Spanish candidates enrolled in the Bilingual Credential Program are exempt.

**Completing the Recommendation Process with CTC:** About 2-3 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 recommendation process. You will receive communication by email from our office with instructions and a specific date to complete this process.

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](mailto:credentials@sjsu.edu) or mail to:

**San Jose State University – Credential Services**  
**One Washington Square, Sweeney Hall 445**  
**San Jose, CA 95192-0015**