

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:** Copy of CBEST official score report. [BSR Verification Form](#) is required if meeting requirement with an alternate option.
- 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 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 or mail to:

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