

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** – Complete the [PPS School Counseling Credential Program Contract](#) and send it to your advisor and Department Chair for approval. If you have any questions, contact the Counselor Education Department at 408-924-3634.
 - **School Social Work** - Contact your program coordinator.
- ☐ ***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 Degree** – Your degree will be verified by the Credentials Office. We will access your transcripts from SJSU's document database. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to credentials@sjsu.edu.
- ☐ **Master's Degree** – A Master's degree in Counselor Education or Social Work is required. Verify that your MA degree has been awarded before filing for your credential. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to credentials@sjsu.edu.
- ☐ **Course Substitutions** – Course substitutions must be documented on your approved program contract. You may be required to submit official transcripts in the event that we are unable to access your transcripts. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to credentials@sjsu.edu.
- ☐ ***Certificate of Clearance:** Fingerprinting and background check required if this is your initial credential issued by CTC. Go to 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 CTC Online Recommendation Process: Upon receipt of your application, we will send an email confirmation with instructions and a designated date to finalize this final step. To proceed, please access your Educator Account via the CTC website. For step-by-step instructions, go to <https://www.ctc.ca.gov/credentials/complete-recommend/>

NOTE: Please complete your recommendation within 90 days of filing your credential with our office.

Recommendations not completed within this timeframe will be purged from the CTC system.

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