

Pupil Personnel Services (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.
- ☐ **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.

The following documents/requirements do not need to be submitted but are required for your credential recommendation and will be verified by our office:

- **Bachelor's or Higher Degree** from a regionally accredited institution of higher education
- **Master's Degree in Counselor Education or Social Work is required.** Verify that your MA degree has been awarded before filing for your credential.
- **Basic Skills Requirement (BSR):** Met with a bachelor's or higher degree from a regionally accredited institution.
- **Official Transcripts** – You may be required to submit transcripts in the event we are unable to access your records.
- **Certificate of Clearance**

Completing the CTC Online Recommendation Process: Upon receipt of your application, you will receive an email confirmation containing instructions and a designated date to complete the final step of the recommendation process. For step-by-step instructions, visit link: <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