

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** from a regionally accredited institution of higher education – 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 records
- ☐ **Enrollment:** Proof of current enrollment in supervision course EDCO 292 required. Interns are required to enroll in supervision every semester while enrolled 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: 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