SJSU SAN JOSÉ STATE UNIVERSITY

Connie L. Lurie
College of Education
Credential Services

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Sweeney Hall 445
San José, CA 95192-0015

408-924-3541
credentials@sjsu.edu

PK-3 Early Childhood Education Specialist
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.

☐ **Intern Program Policy Form:** Complete form, sign, and submit with your application.

☐ **Subject Matter Competency (SMC):** Copy of approved SMC waiver letter.

☐ **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 records.

☐ **U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved waiver exam. CSU graduates who earned a bachelor's degree are waived from this requirement. 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** – Verification of language proficiency required. The following options are acceptable for meeting this requirement: Passing CSET LOTE exam subtest 3, bachelor's or higher degree in the language, foreign degree from a country where the language is spoken. Foreign transcripts must be evaluated by a CTC approved agency. For information, see CL-635.

Completing the CTC Online Recommendation Process: Once we receive your application, our office will send you an email confirmation containing instructions and a designated date to finalize this last step. You must access your Educator Account on the CTC website to proceed with the recommendation process. For step-by-step instructions, go to http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf. NOTE: Your recommendation will be purged from the CTC system after 90 days of filing your credential with our office.

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