

Single Subject

INTERNSHIP CREDENTIAL

For additional information, visit our website at:
<http://www.sjsu.edu/education/academics/credentials/>

Submit all forms and applicable fee with your application packet.

- ☐ **Information Sheet:** Download the form, type in your information, save and print a copy.
- ☐ **\$25 Processing Fee:** Pay online at: <https://commerce.cashnet.com/SJSUCRD>.
Write receipt # on information sheet.
- ☐ **Intern Memo:** Issued by your program department intern coordinator 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.
- ☐ **Basic Skills Requirement (BSR):** Requirement is met with a bachelor's or higher degree from a regionally accredited institution of higher education. Your degree will be verified by the Credentials Office. See link for other options.
- ☐ **Subject Matter Competency (SMC):** Include a copy of your final SMC report approved by your subject area advisor.
Check the option that applies:
 - ☐ CTC approved subject matter preparation program – submit copy of SMC letter
 - ☐ CTC approved major – your transcripts will be verified
 - ☐ CSET Exam – submit a copy of the official exam score report
 - ☐ Coursework only – coursework completion will be verified
 - ☐ Combination of Coursework + CSET Exam – submit a copy of official exam score report, coursework completion will be verified.
- ☐ **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.
- ☐ **U.S. Constitution Requirement:** Verification of successful completion of an acceptable course or approved waiver exam. CSU graduates who earned a bachelors degree are waived from this requirement. Check 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 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.
- ☐ **Bilingual Authorization (BILA):** If you are enrolled in the Mandarin or Spanish BILA program and your internship requires the BILA, verification of language proficiency is required.

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