

Education Specialist Internship Credential

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE), MILD TO MODERATE SUPPORT NEEDS (MSN),
& EXTENSIVE SUPPORT NEEDS (ESN)

For additional information, visit our website at:

<http://www.sjsu.edu/education/academics/credentials/>

Submit all forms and applicable fees 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:** Contact Emily.gauvreau@sjsu.edu to request for the intern memo. The memo should include the start date of internship, school, district, and county where intern services will be performed.
- ☐ **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.
- ☐ **Subject Matter Competency (SMC):** 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
 - ☐ SMC Lite Evaluation – submit a copy of the email confirmation from the Credentials Office
 - ☐ Combination of Coursework + CSET Exam – submit a copy of the coursework approval and exam score report
- ☐ **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 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 Credential Services Office of withdrawing from the intern program.

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