

PK-3 EARLY CHILDHOOD EDUCATION SPECIALIST INSTRUCTION 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:** Download form, type in your information and save.
- ☐ **\$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 advisor.
- ☐ **Intern Program Policy Form:** Complete form, sign, and submit with your application.
- ☐ **Subject Matter Competency (SMC):** Copy of approved SMC verification form.
- ☐ **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 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 (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: 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 completing the recommendation process. For step-by-step instructions, go to <https://www.ctc.ca.gov/credentials/complete-recommend/>. 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