

# 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 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:** Contact [emily.gauvreau@sjsu.edu](mailto:emily.gauvreau@sjsu.edu) to request for the intern memo. The memo should include your intern start date, school, district and county where intern services will be performed.
- ☐ **Intern Program Policy Form:** Complete the form, sign, date, and submit with your application.
- ☐ **Basic Skills Requirement:** 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:** Copy of official CSET score report or approved SMC waiver/report.
- ☐ **Bachelor's Degree** – 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.
- ☐ **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:** 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 <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](mailto:credentials@sjsu.edu) or mail to:

San Jose State University – Credential Services  
One Washington Square, Sweeney Hall 445  
San Jose, CA 95192-0015