

# Multiple Subject & Single Subject 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 intern coordinator verifying start date of internship, District, and County where intern services will be performed. Contact your intern program advisor or the Teacher Education Department at 408-924-3771.
- ☐ **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):** 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 bachelors 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.
- ☐ **Bilingual Authorization** - Copy of official results for CSET exam/Spanish Subtest III (147). Single Subject/Spanish candidates enrolled in the Bilingual SS Credential Program are exempt.

**Completing the CTC Online Recommendation Process:** Upon receipt of your application, we will send an email confirmation with instructions and a designated date to finalize this final step. To proceed, please access your Educator Account via the CTC website. For step-by-step instructions, go to <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](mailto:credentials@sjsu.edu) or mail to:

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