

# PPS/Child Welfare & Attendance ADDED AUTHORIZATION

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.
- Approved Program Contract:** Download the form, complete and submit it to your advisor and department chair for signatures.
- Transcripts:** If all PPS credential coursework were completed at SJSU, you do not need to submit transcripts. However, official transcripts are required for course substitutions completed at another institution
  - COURSE SUBSTITUTIONS - OFFICIAL transcripts are required for course substitutions completed at another institution.
- VALID Prerequisite PPS Credential:** Check all that apply. Prerequisite credential must be valid at the time of application. Credentials will be verified by Credential Analyst. If your PPS credential is expired, it must be renewed before the CWA added authorization can be processed.
  - PPS – School Counseling
  - PPS – School Psychologist
  - PPS – School Social Work

**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 <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. **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**