

Education Specialist INTERNSHIP Credential

EARLY CHILDHOOD SPECIAL EDUCATION (ECSE), MILD/MODERATE DISABILITIES (MMD),
MODERATE/SEVERE DISABILITIES (MSD), 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 Suchi.Bhunia@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.
- *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 in the event we are unable to access your records.
- *Basic Skills Requirement:** Copy of CBEST official score report. [BSR Verification Form](#) is required if meeting requirement with an alternate option.
- *Subject Matter Competency:** Copy of official CSET score report or approved SMC waiver. Subject Matter Competency is NOT required for ECSE candidates.
- *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. Official transcripts are required if CSU bachelor's degree or course was completed outside of SJSU.
- Certificate of Clearance:** Copy of current certificate of clearance or emergency permit.
- Enrollment in Supervision Course:** Proof of current enrollment in a supervision course is required. Interns are required to enroll in a supervision course every semester while interning. NOTE: It is the intern's responsibility to notify the Intern Program Coordinator and Credential Services upon withdrawing from the intern program.

Completing the Recommendation Process with CTC: About 2-3 weeks after filing your credential with our office, you are required to log onto your Educator Page via the CTC web site to complete the online recommendation process. You will receive communication by email from our office with instructions and a specific date to complete this process. 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