

Internship

CHANGE OF DISTRICT

For additional information, visit our website at:

http://www.sjsu.edu/education/about-us/departments/cred_office

Submit all forms and applicable fees with application packet.

- ☐ **Information Coversheet:** Print your information clearly.
- ☐ **\$25 Processing Fee:** Write receipt # on information sheet. Pay online at:
<https://commerce.cashnet.com/SJSUCRD>
- ☐ **Intern Memo:** Letter issued by your program department verifying start date of internship, NEW district information and county where intern services will be performed.
- ☐ **Proof of Enrollment in Supervision Course:** Printout from your MySJSU account.
- ☐ **Copy of current Intern Credential:** You may print a copy of your current credential from the CTC website by logging on to your Educator Page at: <http://www.ctc.ca.gov/credentials>
- ☐ **CTC Application Form 41-4:** Complete the paper application, leave section 2 blank. Print and submit with your packet. For help with application, review the instructions on pages 1-5.
- ☐ **CTC Processing Fee:** \$50 personal check or money order payable to CTC.

CTC Processing Time: Paper Applications may take 4-6 weeks to process or longer. Two weeks after filing your credential with our office, you may log onto the Educator Page via the CTC web site to check on the status of your application. Once granted, your credential will be posted on your account. If you have any questions about the status of your application, you may contact CTC at credentials@ctc.ca.gov.

Submit **COMPLETE** application packet to:

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