

# PPS Clear Credential

## SCHOOL COUNSELING OR SCHOOL SOCIAL WORK W/CWA

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:** Contact your program department.
  - **School Counseling** – Complete the [PPS School Counseling Credential Worksheet](#) and send it to your advisor and Department Chair for approval. If you have any questions contact the Counselor Education Department at 408-924-3634.
  - **School Social Work** - Contact the School of Social Work at 408-924-5800.
- \*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.
- \*Bachelor's Degree** – Your degree will be verified by the Credentials Office. We will access your transcripts from SJSU's document database. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to [credentials@sjsu.edu](mailto:credentials@sjsu.edu).
- Master's Degree** – A Master's degree in Counselor Education or Social Work is required. Verify that your MA degree has been awarded before filing for your credential. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to [credentials@sjsu.edu](mailto:credentials@sjsu.edu).
- Course Substitutions** – Course substitutions must be documented on your approved program contract. You may be required to submit official transcripts in the event that we are unable to access your transcripts. If you are enrolled in the **Post MSW program**, please request electronic transcripts from your institution to be sent directly to [credentials@sjsu.edu](mailto:credentials@sjsu.edu).
- \*Certificate of Clearance:** Fingerprinting and background check required if this is your initial credential issued by CTC. Go to link for step-by-step instructions for obtaining a Certificate of Clearance.

**NOTE: \*Interns may submit a copy of their intern credential in lieu of the BSR, Bachelor's Degree, and Certificate of Clearance.**

**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**