

# 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](mailto: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. You may be required to submit official transcripts in the event we are unable to access your records.
- 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. 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 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