PUPIL PERSONNEL SERVICES SCHOOL COUNSELING and SCHOOL PSYCHOLOGY PRELIMINARY CREDENTIAL PROGRAM CHECKLIST

□ Step 1: Program Admission Requirements
   □ Enroll in the credential program with an Admissions Advisor
   □ Possess an appropriate Master’s Degree or be enrolled in the Master of Science of Science in School Counseling program
   □ Apply for Fingerprint Clearance (Certificate of Clearance or submit valid permit or credential). This is required for field observation assignments in your coursework.
   □ If seeking to transfer in coursework for a waiver, submit course equivalency request. Up to three courses may be accepted in transfer

□ Step 2: Activating Credential File and Preparing for Clinical Practice (Internship)
The following credential requirements must be complete and verified with your Credential Advisor in order to be eligible for Clinical Practice (Internship). Please contact a Placement Specialist to obtain specific Clinical Practice deadline information.
   □ Attend Credential Orientation in CED601/PED 504 where you will receive a credential packet and important information
   □ Return credential packet materials to Credential Advisor within 30 days of orientation including the PPS-1 form
   □ Complete the Basic Skills Requirement
   □ Show verification of Negative Tuberculosis (TB) results. Valid within four years

□ Step 3: Coursework
Students are required to maintain 3.0 GPA in all credential coursework in order to student teach. No ‘D’ or ‘F’ grades are accepted. Candidates in the Bilingual program must take the BTE version of the methods coursework.

SCHOOL COUNSELING:
Pre-requisite courses:
- MTH210
- PSY301
Program Coursework:
- CED 604
- CED 605
- CED 600
- CED 602
- CED 606
- CED 610
- CED 611
- CED 603
- CED 601
- CED 612
- CED 613
- CED 614
- PED 676

SCHOOL PSYCHOLOGY:
Pre-requisite courses:
- MTH210
- PSY301
- PSY430
- TED 430
Core Requirements:
- PED 504
- PED 665
- PED 666
- PED 652
- PED 667
- CED 600
- CED 601
- PED 683

Advancement to Candidacy:
- PED 670
- PED 667
- CED 600
- CED601
- CED610
- PED683
- PED671
- PED 672
- PED673
- PED674
- PED675
- PED676
- PED677
- PED 678 (450 Hours)
Step 4: Clinical Practice (Internship)

In addition to the requirements listed previously, unless otherwise noted, you must complete the following before you will be cleared for Clinical Practice:

- Complete all Pre-requisite, Program, Core and Advanced Candidacy coursework
- Complete 100 hours of logged, approved practicum (for School Counseling) or 450 hours of logged, approved practicum for School Psychology
- Submit an SC Internship or SP Internship application and be assigned a University Supervisor

INTERNSHIP COURSEWORK

School Counseling:
- CED 620
- CED 616 (200 hours)
- CED 617 (200 hours)
- CED 618 (200 hours)

School Psychology:
- PED 685
- PED 687 (300 hours)
- PED 688 (300 hours)
- PED 689 (300 hours)
- PED 690 (300 hours)

Step 5: Exiting Requirements

In addition to all of the requirements listed above, students must complete the following requirements in order to exit the program and be recommended for a Preliminary Credential.

- Completion of all coursework, practicum, and internship
- Completion of portfolio
- Verification of ETS National Praxis Exam for School Counseling (0420) with passing score of 570 or School Psychology (0400) with passing score of 148
- Submit written evaluations of performance in internship experiences by Site Supervisor
- Complete Exit Interview Form (obtained during Faculty Advisor Exit Interview)
- Complete Program Evaluation form
- 3.0 GPA with no “D” or “F” grades (please refer to your catalog for specific grading policies)
- Zero Account Balance
- Verification of meeting residency requirement
- Meet with Credential Advisor to complete credential application (CA1)

Step 6: Recommendation

Your application will be reviewed by National University Credential Technicians who process the application, confirm credential eligibility, and submit a recommendation to the state. You will receive an e-mail notification to go online and pay for the credential. After payment is confirmed, you will receive e-mail confirmation from the CTC that your document has been granted. You can look up your credential document on the CTC website at www.ctc.ca.gov.

Congratulations! You earned your Preliminary Credential!