

Office for Student Services  
Charter College of Education  
California State University, Los Angeles

All requirements listed below must have been completed and provide evidence of the following in order for us to process your credential. Please note: If any items have been previously submitted to the Office for Student Services, you will not need to resubmit it again. All examinations and letters of verifications must be **ORIGINALS**. Faxed copies or Xerox copies will not be accepted.

**Credential Processing Fees:**

1. A fee of \$35.00 is required for all cancelled applications or loss of continuing student status with CSULA. Please have cashier's stamp below verifying that you paid this fee.

**Cashier Stamp: Code #696**

**PPS: School Counseling - INTERNSHIP:**

- Proof of Completion of Basic Skills Requirement (BSR)\* (*see below*)
- Certificate of Clearance or copy of previous credential
- Evidence of passing WPE
- Job offer letter verifying position in School Counseling (**Original letter required**)
- Candidate must meet with faculty advisor to determine course requirements
- Completion all the internship prerequisite requirements
- **FERPA release form** – required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

**PPS: School Counseling & CWA - CLEAR**

- Completion of required coursework as indicated on the program plan
- Proof of Completion of Basic Skills Requirement (BSR)\* (*see below*)
- Evidence of passing WPE
- Certificate of Clearance or copy of previous credential
- **FERPA release form** – required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).

**\*Basic Skills Requirement (BSR)**

- Proof of passage of all three sections of the CBEST
- Passing scores from the CSET: Writing Skills test plus ALL three subtests of CSET: Multiple Subjects (*ONLY Multiple Subjects*)
- Passing scores from the CSU Early Assessment Program (EAP), English and Math, or CSU English Placement (EPT) and Entry Level Mathematics (ELM) Test
- Qualifying Score on SAT (College Board SAT) – Math score 550 & English score 500 or ACT – Math score 23 & English score 22
- College Board Advanced Placement (AP) Examinations – Math & English
- Proof of passage of CTC approved out-of-state basic skills exam

**Pupil Personnel Services with Advanced Specialization in School Counseling, Child Welfare and Attendance Services Credential Evaluation & Processing Form**

Type all information requested below (**forms not typed will not be processed**). This form can only be used to apply for one credential. Please check which credential you are applying for with this form.

<input type="checkbox"/> Pupil Personnel Services - School Counseling Internship	<input type="checkbox"/> Pupil Personnel Services with Advanced Specialization in School Counseling, Child Welfare and Attendance Services - Clear
--	--

_____	_____	_____
Last Name	First Name	Middle Name

Former Name(s) \_\_\_\_\_

Have you held a California credential or permit authorizing teaching in California public schools?

Yes  No Please Specify \_\_\_\_\_

CIN \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Email Address** \_\_\_\_\_

(Note: verify your email address; the CCTC will correspond with you regarding the status of your credential using this email address.)