

CONTRACT FOR PREPARING TO BE A SCHOOL COUNSELOR

Last Name _____ First Name _____ USD ID# _____

Cell # _____ Permanent e-mail _____

SSN _____ DOB _____

PLEASE FILL OUT THE ABOVE AND BRING THIS FORM WITH MATERIALS LISTED BELOW TO THE CREDENTIAL ANALYST. You will not be cleared for practicum or fieldwork placement by the credential office if this form is not reviewed and signed by you and the Credential Analyst.

To be checked off by Credential Analyst:

Certificate of Clearance

Obtain Certificate of Clearance packet from the Credential Analyst. Submit completed forms to the Credential Office OR forward verification of current valid credential, emergency or sub permit.

California Basic Educational Skills Test (CBEST)

Submit copy of passing results received in the mail

Transcripts

Submit copies of transcripts showing the bachelor's degree to the Credential Analyst. These are in addition to the transcripts you submitted to USD for admission. Order extra copies for yourself for future credential and job applications.

Petition for Approval of Transfer Credential course

Submit petition along with course syllabi and description and an official sealed transcript for any coursework transferred into the PPS credential program such as Educational Psychology course

Credential Program/Apply for Credential

Complete credential program and practicum/fieldwork. Apply for Credential through Credential Analyst at beginning of final semester of credential coursework. (This application is in addition to the fingerprint clearance)

Student Signature _____ Date _____

Credential Analyst Signature _____ Date of Meeting _____

**This information is subject to change without notice (2019). Contact the credential analyst in SOLES/MRH Room 101D for up to date information credential@sandiego.edu, (619) 260-4821.*