

PUPIL PERSONNEL SERVICES CREDENTIAL PROGRAM
with a specialization in
SCHOOL COUNSELING
or
SCHOOL PSYCHOLOGY

CREDENTIAL OFFICE ROOM E103

Michael D. Eisner • College of Education
18111 Nordhoff St., Northridge CA 91330-8265

(818) 677-2586
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The Pupil Personnel Services Program with a specialization in **School Counseling** is designed for those who desire to work as counselors in a school setting. **The Pupil Personnel Services (PPS) Program** with a specialization in **School Psychology** is designed for those who desire to work as school psychologists in a school setting.

APPLICATIONS

Applications for either School Counseling or School Psychology Master of Arts programs are available in the Department of Educational Psychology and Counseling (EPC), Education 1218. Completed Master's program applications must be returned to the EPC Department Office prior to the deadline established by the Department.

When the Master's program application has been submitted, the candidate will be reviewed by members of the EPC's Department Admission Committee. Since the number admitted to each program is limited, the Admission Committee will select those candidates who appear most qualified for admission.

Students who plan to complete a Master of Arts program concurrently with all or part of either credential program should apply for classified graduate status and file an approved program of study in the EPC Department Office. No more than twelve (12) units of coursework taken before obtaining classified status may be counted toward a Master's degree. You will also need to submit a Credential Application to the Credential Office within **your first** semester and prior to beginning your practicum or fieldwork hours.

By law, regulations, and policies, the Credential Office is required to ascertain that candidates admitted to either EPC Master's program and wish to concurrently earn a Pupil Personnel Services credential with specialization in either School Counseling or School Psychology meet certain requirements.

After you have been admitted to the Master's program, you need to **submit the following materials to the Credential Office as a complete packet as soon as possible**. Provide the items listed:

1. A complete program application
2. An official transcript showing a Bachelor's or Master's degree was awarded from a regionally-accredited institution.
3. A copy of a valid California Teaching Credential/Certificate or obtain a Certificate of Clearance using the online process (instructions available on the application page of the Credential Office website) and submit verification copy. You will not be allowed to begin your fieldwork until a valid Credential, Certificate, or Certificate of Clearance is granted and can be viewed on the CTC website by the Credential Office.
4. Official verification that you have attempted the Basic Skills Requirement (BSR). This may be met by CBEST. For other BSR options please check the Credential Office website under "Forms and Flyers". Passage is not required for admission to the program however; the BSR must be completely met prior to being recommended for your credential.
5. TB Clearance (within two years) providing evidence you are free from Tuberculosis.

6. Verification of admission to the EPC Master's Program.
7. A money order, payable to CSU Northridge, in the amount of \$25.00. **Cash and personal checks are not acceptable.**

ADVISEMENT

All students who have specific program questions are encouraged to contact Educational Psychology and Counseling Department located in E1218 (818-677-2599). In addition, Credential Staff Advisors are available to assist candidates with general questions about any credential programs. Contact them by calling 818-677-2586 or email them at credprep@csun.edu.

All credential students must maintain a 3.0 GPA in their professional program courses and a 2.75 cumulative GPA since being admitted to the program. Grades of C- or lower cannot be used toward a credential.

Applying for your PPS: School Counseling Credential or School Psychology Credential

CREDENTIAL REQUEST

Within the first few weeks of **your final** semester of program coursework, students should submit a "Credential Request" form to the Credential Office for a recommendation to the California Commission on Teacher Credentialing (CTC) to issue your credential. Please note that all requirements (including complete passage of the Basic Skills Requirement) must be met prior to submitting your request. The Credential Request form is available online at www.csun.edu/coe/cred under "Credential Forms". Please complete this online, print and send/bring in to the credential office.

APPLICATION FOR ADMISSION

Michael D. Eisner • College of Education • Credential Office
18111 Nordhoff St., Northridge CA 91330-8265

You are requesting admission to this credential program beginning in (semester) _____ (yr) _____

Mr. / Ms.

LAST FIRST MIDDLE MAIDEN or OTHER

Address

Number & Street City State Zip Code

Home Phone () _____ Work Phone () _____ Cell Phone () _____

E-Mail Address _____ CSUN Student Id # _____

Social Security Number _____ Birth date _____

Do you currently hold a valid California Teaching credential? NO YES What type? _____

PROGRAM YOU ARE APPLYING FOR:

_____ PUPIL PERSONNEL SERVICES IN SCHOOL COUNSELING

_____ PUPIL PERSONNEL SERVICES IN SCHOOL PSYCHOLOGY

Please list all the schools you have attended, including CSUN. Transcripts from institutions other than CSUN must be official. CSUN transcripts may be official or unofficial. Arrange for the transcripts to be sent directly to you by the institutions so that you can submit them as part of this package. (Attach sheet for additional institutions attended).

College/University _____ Dates _____ Degree _____

You must read this form and sign below in order for the Credential Office to accept your application for admission.

PERSONAL AND PROFESSIONAL FITNESS

You must answer the question below with either "YES" or "NO." If either of the two events underlined in the question has occurred, your answer must be "YES". If either of the events occurred with subsequent court action sealing juvenile records under Penal Code Section 1203.34, the question may be answered "NO."

Have you ever been convicted or plead nolo contendere for any violation of law other than minor traffic offenses? _____NO _____YES

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may previously have been sent. To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective November 19, 1974, all files maintained on a student are to be available for perusal by the student.

SIGNATURE OF APPLICANT _____ DATE _____