

Pupil Personnel Services (PPS) Credential Program
Graduating PPS Candidate
EXIT FLOW CHART

The following steps must be completed in order to obtain the Pupil Personnel Services Credential through the California Commission on Teacher Credentialing:

1. Complete **BOTH** the PPS Program Evaluation of Student Performance **and** the Dispositions Evaluation with the PPS Field Instructor at the end of your second semester of field placement. Be sure that completion of all PPS requirements is carefully and clearly documented.
2. Complete **BOTH** the KSOEHD Exit Evaluation **and** the DSWE PPS Candidate Exit Survey and turn them into the PPS Coordinator.
3. Complete all requirements for the M.S.W. degree
4. Fill out the PPS Program Completion Form (2001 Standards) verifying completion of all requirements for the PPS credential when you plan to apply for the credential. Turn this form into the PPS Coordinator for necessary signatures and it will be forwarded directly to the Credential Analyst.
5. Complete the CSUF Credential Application for Pupil Personnel Services. Application materials may be obtained online at <http://education.csufresno.edu/applications/cred.htm> Select PPS – Counseling, Social Work and CWA. Read the instructions thoroughly, complete the application and print.
6. The California Commission on Teacher Credentialing (CTC) has recently instituted a new policy where universities process applications and submit them online to CTC. **A valid email address and credit/debit card is required to apply for a credential.** Once you have submitted a complete application packet to ED-151, it will be processed by the Credential Analysts in approximately 15-20 working days and sent online to CTC. You will then be contacted by email from CSUF to answer Character and Fitness questions and provide your payment information through your credit/debit card. The current credential fee is \$57. After you have responded to the initial email, you will receive email verification of payment. You may print this out as verification of applying for your credential. Within 1-2 weeks, you will receive a final email with your credential document number. This is your official verification that you will be issued a credential. Take a copy of this letter to your County Office of Education. The credential document will be mailed directly to you by CTC.

7. Submit all necessary documentation in support of the credential application:
- Copy of CBEST verification card.
 - Proof of issuance of a Certificate of Clearance through the Commission on Teacher Credentialing.
 - CSUF official transcripts in a sealed envelope with all grades posted.
 - Program Completion Form (signed by the PPS Coordinator and Department Chair).
 - \$25 Money Order payable to CSUF (non-refundable processing fee). Print your name and CSUF ID number on the money order.
8. Submit all application materials and supporting documents to ED 151 or mail to:
- CSU, Fresno, Credential Analyst
Field Placement and Certification Office
5005 N. Maple Ave M/S ED 301
Fresno, CA 93740-8025

NOTE: Do not complete steps # 4-7 until you are ready to apply for the credential and all requirements are completed. The credential analyst office will only keep your file open for 4 months.