**School Counselor PPS Internship Credential Application**

**Part I - Initiated Prior to Job Search**

To be considered for admission to the Educational Counseling Internship Program you must meet the following requirements:

1. Passing score on the California Basic Educational Skills Test (CBEST)
2. Certificate of Clearance or Teaching Credential
3. Completion of the following courses and the embedded 100 hours of practicum:
   * 1. PPS 546 – Introduction to School Counseling
     2. PPS 549 – School Counseling Theories
     3. PPS 571 – Individual Counseling Skills
     4. PPS 572 – Group Counseling Skills
4. Completion of/or concurrent enrollment in:
   * 1. EDUC 501 – Educational Assessment
     2. PPS 565 – Career Development
5. A cumulative grade point average of at least 3.0 (“B”) in the Educational Counseling Program.

Please submit the application and required documentation to:

Kathy Elderson, Director, Internship Credential Program, [kelderson@laverne.edu](mailto:kelderson@laverne.edu)

Date: Click here to enter a date. Student ID: Click here to enter text.

First Name: Click here to enter text. Last Name: Click here to enter text.

Address: Click here to enter text. City: Click here to enter text.

Zip Code: Click here to enter text.

Cell Phone: Click here to enter text.

Home Phone: Click here to enter text.

University E-mail: Click here to enter text.

1. Two letters of recommendation, on official letterhead stationery, from any of the following individuals: University fieldwork instructor, school site supervisor, instructor of PPS 571, or PPS 572, attesting that the counseling trainee’s professional maturity, readiness and preparation to take on the actual responsibilities of an intern in a school district
2. A **detailed** statement from the counselor trainee describing relevant prior personal experiences, qualifications, and background factors which have prepared him/her to take on the actual responsibilities of a school counseling intern in a school district

Once you are approved for admission to the internship program, you will receive a letter of eligibility that can be used when applying for jobs.

**Part II**

**Initiated After a Job Offer:**

Step 1 Contact the Director of the Internship Program to confirm intern eligibility and notify of districts intent to hire.

Step 2 The Director of the Internship Program will facilitate an MOU for internships between the district and University.

Step 3 The school district will provide the University with a statement of intent to hire, including the following information: the site where you will be working, position/title, and the requested issuance date of the internship credential.

Step 4 The credential analyst will guide you with through the recommendation process.

School District: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text.

Zip Code: Click here to enter text.

District Contact: Click here to enter text. Contact Email: Click here to enter text.

Contact Phone: Click here to enter text.

By signing this application, candidates agree to the following conditions:

* All internship applicants admitted into the internship program agree to *continue enrollment and participation in PPS 583: Supervised Fieldwork* until a full credential is awarded by the state, or the counselor trainee withdraws from the internship program.
* If your school district changes your counseling assignment, you must let your University Fieldwork Supervisor know, and you must complete fieldwork documents for the new placement.
* The Internship Credential is valid for only two (2) years. You MUST complete the Counseling Credential program requirements within that time frame.

Candidate’s Signature: