

School Psychology Internship Credential  
How To Apply for Your Credential

**Steps to Apply for Your Credential:**

1. When you secure a paid internship position email Katie in the Credential Services Office [katiet@education.ucsb.edu](mailto:katiet@education.ucsb.edu) with the following information:

Name and address of School District or County Office of Education  
Name, address, email and phone number of contact person  
Beginning and ending date of Internship

The Credential Services Office with help from the Contracts and Grants Office will process an Internship Contract with the School District / COE.

2. Order an official UCSB transcript with in-progress spring grades
3. Complete the School Psychology Internship Credential Application
4. Submit the Application and the transcript to the Credential Office #4102 by June 1, 2015
5. Please note: It may take more than one month to Complete this process.

**Credential Qualifications: - Satisfactory completion of the following:**

1. BA Degree  
CBEST  
CSET  
Certificate of Clearance  
TB Clearance
2. Professional Preparation Coursework – Grade of Pass, B or better
3. Faculty signature verifying Candidate as qualified for the credential recommendation

**Credential Recommendation**

Candidates who complete all internship credential qualifications are recommended for their credentials. The issuance date of the credential is the effective date of the internship contract with the School District / COE.