



California State University, Sacramento
College of Education · Graduate and Professional Studies · School Psychology Program
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School Psychology Credential Checklist

To obtain your school psychology credential you will need to complete the following:

- ___ 1. **Obtain a letter or email from the School Psychology Fieldwork/Internship Coordinator verifying completion of all school psychology internship requirements** (i.e., completion of at least 450 hours of CSUS based practicum experiences, at least 1200 hours of a school psychology internship, at least 200 hours of early fieldwork and/or internship in three of the four settings within which the school psychology credential authorizes service, completion of the school psychology internship seminar, and a satisfactory final evaluation from his or her field-based internship supervisor).

- ___ 2. **Present the letter obtained in Step 1 to your School Psychology Advisor and obtain his or her signature on the *PPS - School Psychology Credential Completion Form* (AKA “Program Planning Sheet”).** This form is available at the following Internet address:
http://edweb.csus.edu/eds/forms/psych/PPS%20Completion%20Form%207_05.pdf
This form lists the School Psychology Coursework or Equivalencies completed. The date the course requirement was met, units completed, and identification of any waived or equivalent courses must be completed by the credential applicant. After the form is signed by the student's School Psychology Advisor, it is to be attached to the School Psychologist Credential Application.

- ___ 3. **Obtain, complete, and turn into the Credential Analyst's Office (Eureka Hall, Room 414, 916-278-4567, Hours: 10am-12pm & 1-4pm) a School Psychology Credential Application.** The completed application (which can be either picked-up in person or emailed to you) will include the following:
 - a. A signed *PPS – School Psychology Credential Completion Form*.
 - b. A completed *Checklist for Pupil Personnel Services Credential Application*.
 - c. A completed *Credential Request Form*. (Ensure the release is signed)