

Appendix E: Pupil Personnel Services Credential (PPS) Completion Form

Counselor Education and Rehabilitation Department

NAME:
PHONE:
ADDRESS:
STUDENT ID #:

INSTRUCTIONS:

- STEP 1:** The student must complete the form, submit the form with an unofficial transcript to the PPS Coordinator once all grades have been posted.
STEP 2: The PPS Coordinator will verify successful completion of the program and email the Credential Analyst, Sherri Nakashima.
STEP 3: The Credential Analyst will email the credential application and instructions to the candidate.
STEP 4: Candidate follows instructions on the credential application and submits the application and supporting paperwork to the Credential Analyst for processing.
STEP 5: The Credential Analyst will submit the credential recommendation to the Commission on Teacher Credentialing (CTC).
STEP 6: The CTC will notify the candidate by email on how next to proceed.

Program Coordinator's Statement: This is to certify that the named student has completed all requirements for the Pupil Personnel Services Credential and is eligible for an institutional recommendation.

The Program Coordinator certifies eligibility for the PPS Credential based on the following:

a) Required Grade Point Average of 3.0	d) Evidence of 600 Clock Hours of Field Placement
b) Evaluation Form for the Field Placement	e) Teaching Credential or Certificate of Clearance
c) CBEST Passed	g) Completion of all Program Competencies
h) Graduate Writing Requirement Passed	

Fill out by Student: Completion of Prerequisite Courses

	TERM	GRADE	UNITS	EQUIVALENT COURSE
COUN 174 Introduction to Counseling			3	
ERA 153 Educational Statistics			3	

Fill out by Student: Completion of PPS Program Courses

COUN 150	Laws Related to Children		3	
COUN 200	Counseling Techniques		3	
COUN 201	Multicultural Counseling		3	
COUN 202	Group Counseling		3	
COUN 203	Assessment in Counseling		3	
COUN 206	Counseling Through the Lifespan		3	
COUN 208	Practicum in Counseling		3	
COUN 220	Career Development Counseling		3	
COUN 233	Therapeutic Methods with Children, Adolescents		3	
COUN 240	Counseling Except. Children and Parents		3	
COUN 241	Organization of Guidance Services		3	
COUN 242	Parent Educ., Pupil Advocacy, Consulting		3	
CI 285	Advanced Educational Psychology		3	
COUN 249	Field Placement in Counseling		4	
COUN 249	Field Placement in Counseling		4	

CREDENTIAL RECOMMENDED BY:

 Coordinator, PPS Credential Program

 Date

 Student's Signature

 Date