



School of Education



## **Pupil Personnel Services Credential Intern Handbook**

**2025-2026**

**School of Education  
Point Loma Nazarene University**

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## Introduction

By accepting a position as a university intern, the Pupil Personnel Services (PPS) Credential candidate acknowledges that:

1. They will have the role of both a full-time counselor and a full-time graduate student, and
2. They are aware of the requirements and workload the position necessitates.

Before a job offer may be accepted, the PPS School Counseling candidate must meet the following California Commission on Teacher Credentialing (CTC) and PLNU requirements.

As the recommending authority, PLNU is the final determiner of intern eligibility and reserves the right to deny intern eligibility to a candidate, regardless of employment status.

## Intern Eligibility

### Initial Intern Eligibility State Requirements

In accordance with the requirements set forth by the CTC and California Education Code, the school counseling candidate must meet the following requirements before being recommended for the university intern credential:

1. Bachelor's degree from an accredited school of higher education
2. Offer of employment in a local school district, with which PLNU has an intern MOU, and the intern position does not displace a certificated employee.
3. A recommendation from PLNU for intern service

### PLNU Requirements

Before PLNU will recommend a school counseling candidate for a university intern credential, the candidate must meet the following additional requirements:

1. Completion of an Intern Eligibility Application, including approval from the associate dean and program director
2. Current enrollment at PLNU
3. At least 12 units completed in residency
  - a. GED6051
  - b. GED6062
  - c. GED6053
  - d. GED6054
4. Completion and/or concurrent enrollment in practicum
5. A minimum GPA of 3.00 (No grade lower than a "B")
6. Letter from the district with the following information included:
  - a. Official start date
  - b. Position

- c. School site(s)
- d. Name of the district support provide
- e. Statement indicating intern placement is due to need and not displacing a certificated employee

7. Plan for completing all fieldwork requirements

### **Continuing Intern Eligibility**

University intern credentials are issued for a maximum of two years and are dependent upon employment circumstances. Any changes in employment may result in the revocation of the credential. If an intern is not rehired by their district for the next school year, they must contact the credential analysts immediately to discuss their options. Failure to notify PLNU of any changes in employment will result in the revocation of the intern credential.

University interns must adhere to the following ongoing requirements:

- 1. Active enrollment in the PLNU credential program, including timely participation in the registration clearance and course enrollment process
- 2. Adherence to an Intern Program Plan as developed with a student success advisor
- 3. Satisfactory academic progress throughout the duration of the internship (minimum 3.00 GPA and grades of B or better)
- 4. Adherence to all fieldwork requirements for university interns
- 5. Enrollment in a GED 6049 (1 unit) course each fall and spring quads. Interns must earn a passing grade and comply with all attendance policies for this course.
- 6. Continuous employment in the school site/district for which the credential was
- 7. issued with satisfactory performance reviews. .
- 8. Demonstration of the Dispositions of Noble Character
- 9. Adherence to the [Graduate and Professional Studies Standard of Student Conduct](#)

Failure to maintain these requirements may result in the revocation of the university intern credential. PLNU retains the right to cancel the intern credential of any candidate who is out of compliance with intern requirements, regardless of employment status.

## **Levels of Intern Concern**

Point Loma Nazarene's School of Education takes seriously an intern candidate's inability to meet all intern requirements and make satisfactory progress toward the completion of their preliminary credential program. The School of Education works with intern candidates placed on intern warning or intern risk to remind them of intern requirements and connect them with School of Education staff for support. Policies concerning candidates on intern warning or intern risk are administered by the School of Education.

## **Intern Performance Expectations**

1. Active enrollment in the PLNU Credential program, including timely participation in the registration clearance and course enrollment process
2. Adherence to an intern program plan as developed with student success advisors including first attempt completion of all planned courses.
3. Satisfactory academic progress throughout the duration of the internship (minimum 3.00 GPA and grades of B or better)
4. Adherence to all fieldwork requirements for university interns
5. While the candidate's school year with students is in session, enrollment in GED 6049 each quad, which provides the intern with university support. Interns must earn a passing grade and comply with all attendance policies for this course.
6. Continuous employment in the school site/district for which the credential was issued with satisfactory performance reviews.
7. Demonstration of the Dispositions of Noble Character
8. Consistent, timely, and professional communication with School of Education staff and faculty via their PLNU email only. Candidates are expected to check their PLNU email a minimum of once a week and respond to any emails requesting a response.
9. Demonstration of meeting the California School Counseling Performance Expectations

## **Intern Warning**

Intern candidates whose performance does not meet expectations are placed on an intern warning. While not technically on intern risk, these intern candidates are under the strict supervision of the School of Education and may be required to repeat intern support courses and/or reduce their course load.

## **Intern Risk**

Intern candidates whose performance does not meet multiple expectations, who fail a course, or fail to improve after being placed on intern warning are placed on intern risk. These candidates will meet with the appropriate staff and faculty to complete an intern improvement plan. Intern candidates on intern risk who fail to show improvement in meeting expectations may be dismissed from continuing as a university intern.

## **Continuance on Intern Risk**

Intern candidates who are on intern risk and show minimal improvement may be continued on intern risk at the discretion and supervision of the School of Education.

## **Intern Dismissal**

Intern candidates whose performance does not meet expectations for two consecutive quads are dismissed from continuing as a university intern at the end of that second quad. Intern candidates who are dismissed due to failure to meet expectations will receive a letter from the Credentialing and Compliance Office describing the reason for the dismissal and cancellation date of the university intern credential.

Intern candidates who violate the [Community Expectations](#) of the university, or the policies, rules, and/or regulations of the school site will be immediately dismissed from the university intern program.

Intern candidates whose employment is terminated by their employer with cause will be immediately dismissed from the university intern program.

Intern candidates who fail to enroll for their required PLNU courses by the first day of the quad, will no longer be actively enrolled and therefore ineligible to hold the university intern credential. The intern candidate will be immediately dismissed from the university intern program.

## **Credential Program Completion After Intern Dismissal**

Interns who are dismissed are not eligible to apply for readmission into the intern program and must complete their Preliminary Credential Program as a traditional candidate.

Candidates will receive an updated program plan reflecting their new status from their Student Success Advisor. They will work with the Clinical Practice Coordinator to receive a traditional classroom placement to complete their clinical practice hours.

## **Process for Appeals**

If dismissal from the program becomes necessary, students may appeal once and one level higher than the body responsible for initial dismissal action; this appeal must be to the dean of the School of Education or his/her designee.

## **Timeline for Appeals**

In the event a candidate has reason to appeal the decision to dismiss, the appeal must be filed in writing and submitted to the dean of School of Education or his/her designate within 48 hours of notification of the dismissal.

## **Ombudsman**

Candidates may request an ombudsman to assist and advise them while he/she is involved in the appeals process as outlined.

If the appeal is granted, the candidate will be placed on a new improvement plan and complete any remediation required as a term of the granted appeal. Failure to meet the requirements of the improvement plan or terms of the granted appeal, will result in the cancellation of the intern credential and permanent dismissal from the intern program.

Each GED 6049 course will correspond to a setting as outlined in the Fieldwork Placement as an intern below. The GED 6049 course may cover, but is not limited to, concepts, skills, and mentoring in:

1. developing and implementing action plans aligned with annual student outcome goals and student data
2. educational systems, legal issues, policies, and trends in education
3. school counseling professional standards and competencies
4. cultural, social, and environmental influences
5. advocacy for school counseling programs
6. designing and implementing instruction aligned to ASCA student standards
7. provide appraisal and advisement in various educational settings
8. making referrals to appropriate resources
9. collaborating with families, teachers, administrators, and other stakeholders
10. creating systemic change through the implementation of a school counseling program



## Fieldwork Information

### Fieldwork Placement as an Intern

University interns must meet the program standards. The PPS program requires the successful completion of 100 Practicum (non-counseling) hours and 800 hours of supervised fieldwork in two of three settings below:

1. Elementary
2. Intermediate/Middle/Junior High
3. High School

Therefore, not all fieldwork courses can be completed in the intern's own employment setting. Point Loma cannot guarantee that a PPS intern will be able to complete all 800 hours of credential required fieldwork as an intern.

### Fieldwork Prerequisites

- **Health Clearance:** PLNU requires that TB tests with doctor signature or district risk assessment forms signed by the district nurse to be dated within the last two years, regardless of district policies. TB tests must be valid through the end of the quad.
- **Certificate of Clearance or other CTC-issued permit:** The university intern credential satisfies this requirement. The credential must be valid through the end of the quad.
- **Professional Liability Insurance:** Insurance is obtained through membership in the California Teachers Association (CTA), National Education Association (NEA) or the Association of American Educators (AAE). If the university intern is already a member of either of these associations, proof of current liability insurance through employment will satisfy this requirement.
- **FERPA Training:** All candidates completing fieldwork must complete a Federal Educational Rights and Privacy Act (FERPA) training prior to beginning fieldwork. All candidates will need to complete the FERPA 101: Local Agencies Training; registration is free and through the Department of Education. Candidates can find the link and instructions on the Field Experience website at [www.plnusoe.com](http://www.plnusoe.com).



## Credentialing Process

Once the following courses have been successfully completed, candidates must apply for the PPS Credential with the Credential Analyst.

### Master of Arts in School Counseling: Pupil Personnel Services Credential

GSC 6051	Foundations of School Counseling: Professionalism, Ethics, and Legal Mandates	3 Units
GSC 6052	School Counseling and Academic Development	3 Units
GSC 6053	The School Counselor's Role in Social and Emotional Development	3 Units
GSC 6054	The School Counselor's Role in Social and Emotional Development	3 Units
GSC 6055	Growth, Development and Learning Support	3 Units
GSC 6057	Leadership and Advocacy in Social Justice, Equity and Access	3 Units
GSC 6058	Program Development: Research, Program Evaluation and Technology	3 Units
GED 6062	Counseling Theory and Techniques	3 Units
GED 6072	Philosophy of Education	3 Units
GED 6075	Family Systems	3 Units
GED 6081	Educational Measurement and Evaluation	3 Units
GSC 6187P*	School Counseling Practica (100 non-counseling hours)	1 Unit
GSC 6187S1*	School Counseling Seminar	1 Unit
GSC 6187S2*	School Counseling Seminar	1 Unit
GSC 6188F1*	School Counseling Fieldwork (400 counseling hours)	4 Units
GSC 6188F2*	School Counseling Fieldwork (400 counseling hours)	4 Units
GED 6094	Action Research and Capstone	3 Units
GED 6095	Action Research Project and Presentation	3 Units
<b>Total:</b>		<b>50 Units</b>

*\*Eleven (11) units of fieldwork, practica and seminar in Counseling and Guidance are required. The initial hours must be completed and a grade entered prior to registering for additional segments.*

### Master of Science in School Counseling: Pupil Personnel Services Credential

GSC 6051	Foundations of School Counseling: Professionalism, Ethics, and Legal Mandates	3 Units
GSC 6052	School Counseling and Academic Development	3 Units
GSC 6053	The School Counselor's Role in Social and Emotional Development	3 Units
GSC 6054	The School Counselor's Role in Social and Emotional Development	3 Units

GSC 6055	Growth, Development and Learning Support	3 Units
GSC 6057	Leadership and Advocacy in Social Justice, Equity and Access	3 Units
GSC 6058	Program Development: Research, Program Evaluation and Technology	3 Units
GED 6062	Counseling Theory and Techniques	3 Units
GED 6072	Philosophy of Education	3 Units
GED 6075	Family Systems	3 Units
GED 6081	Educational Measurement and Evaluation	3 Units
GSC 6187P*	School Counseling Practica (100 non-counseling hours)	1 Unit
GSC 6187S1*	School Counseling Seminar	1 Unit
GSC 6187S2*	School Counseling Seminar	1 Unit
GSC 6188F1*	School Counseling Fieldwork (400 counseling hours)	4 Units
GSC 6188F2*	School Counseling Fieldwork (400 counseling hours)	4 Units
GED 6098	Master's Thesis Design	3 Units
GED 6099	Master's Thesis	3 Units

**Total: 50 Units**

*\*Eleven (11) units of fieldwork, practica and seminar in Counseling and Guidance are required. The initial hours must be completed and a grade entered prior to registering for additional segments.*



# School of Education

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## Intern Pupil Personnel Services (PPS) Candidate Handbook

### Acknowledgement of Receipt 2025-2026 Handbook\*

I have reviewed the Candidate Handbook and accept and understand the mission of Point Loma Nazarene University and the Pupil Personnel Services (PPS) Intern Credential program in the School of Education.

I agree to adhere to the School of Education's policies and procedures and will refer to them throughout the entire period that I am a candidate in the PPS Intern program in the School of Education at Point Loma Nazarene University.

I acknowledge that I must confer with my advisor prior to making any changes to my original advising plan.

I give Point Loma Nazarene University permission to share general information regarding my progress with the school district where I am employed as a university intern.

Yes, I give Point Loma Nazarene University permission to share my Point Loma email address with school districts who wish to contact me regarding potential job opportunities. \_\_\_\_\_ (Please initial)

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*Signature of the Candidate*

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*Print Candidate Name*

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*Date*

*\*This form will be retained in the candidate's file.*