



EXIT INTERVIEW PROCESS FOR SCHOOL COUNSELING CANDIDATES

Hello Students

Congratulations on closing in on the end of your internship!!! There are few steps that needs to be completed prior to being recommended for your PPS credential. Please read the information below carefully.

Step 1: Notify your current Canvas internship instructor you are ready for an exit interview. If you no longer are in an internship course, notify your last Canvas internship instructor you are ready for an exit interview. Interviews typically occurs over the phone and takes approximately 15 minutes.

Step 2: Be sure to complete and submit pdf copies of the following items prior to the meeting:

1. Completed Exit Survey [Exit Interview Survey](#)
1. Completed site supervisor evaluation forms. There should be one for the first 300 hours and a second one at the end of the second 300 hours. The evaluation hours for 7210A/B and 7211A/B need to add up to a total of 600 hours.
2. Internship hourly logs. Be sure the total number of hours adds up to 600 hours
3. Hourly log signature pages (one for the first 300 hours and a second one at the end of the second 300 hours)
4. Copy of your passed CBEST results
5. Copy of your Certificate of Clearance
6. Copy of your Praxis Results

Step 3: Double check your OneDrive folder/portfolio and ensure the following has been uploaded:

- a) Completed practicum evaluation forms
- b) Completed practicum hourly logs documenting 100 hours
- c) Completed and signed Internship site supervisor evaluations (2 forms)
- d) Completed and signed hourly logs documenting internship 600 hours
- e) Praxis II results (#5421 exam)
- f) Completed Exit Survey
- g) Copy of your CBEST results
- h) Copy of your Certificate of Clearance

Step 4: Please ensure you have shared your entire OneDrive folder/portfolio with the following people:

1. Your exit interview faculty
2. Credentials analyst erika.albarran@alliant.edu
3. Clinical Practice Coordinator kimmie.reyes@alliant.edu
4. Academic Advisor ranier.reyes@alliant.edu



Alliant International University
California School
of Education

After the success of the exit interview, your exit interview faculty will notify the Credentials Analyst that you are ready to be recommended for your credential. The Credentials Analyst may ask you for verification of the above documents if not already submitted. If everything looks good and is on file, the Credential Analyst will make the recommendation to the California Commission on Teacher Credentialing (CCTC) and will notify you when that recommendation has been made. At that time, you will be directed to send in your application (there is a fee) to the CCTC. The CCTC typically takes about 10-14 days to process your application and then the credential is available on-line.

Again, CONGRATULATIONS!!