Please Keep Pages 1-2 For Your Records!

INTERN CREDENTIAL APPLICATION FILING PROCESS

The Commission on Teacher Credentialing (CTC) has a policy whereby all universities are required to submit credential applications online. A valid email address and Visa or MasterCard debit/credit card is required to apply for a credential. The credential application fee is set by the CTC and is subject to change. For the current list of state application fees, visit: http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf.

Our office will submit your application online to CTC upon verification that all requirements have been completed. You will be notified via email by CTC for your payment and additional information. After receiving this information, CTC will issue you an electronic document for you to print. This is your official verification that you will be issued a credential, and you will not receive a hardcopy of your credential document. Your official credential will be posted on the CTC’s website: www.ctc.ca.gov.

The Process:

- **Submit the required materials as a complete packet either by mail or in person to the Credential Student Service Center (CSSC) in AE 235.** It is your responsibility to make sure you have completed all the necessary items in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your intern credential. Be sure to make any photocopies prior to submitting your packet.

- **Credential Analysts will check documents, verify eligibility and recommend the credential.** Requests will be processed in the order in which they are received. Depending upon volume, it may take several weeks before your application is processed. Processing will be completed at the end of the quarter when grades are posted and all requirements have been met. If additional documentation is required, you will be notified via email or by phone.

- **Once CSSC has submitted the online recommendation you will be emailed by CTC to complete the personal and professional fitness questionnaire and payment portions of the process.** Usually within a day, you can expect a confirmation email from CTC that your application has been received. Provided there are no extenuating circumstances, CTC will send you an email confirming that the credential has been issued. The web version of your document is considered the official document. It is your responsibility to confirm accuracy. Contact our office immediately if there are errors. Note: You may also look up your application status directly at the CTC’s website at: http://www.ctc.ca.gov/credentials/online-services/default.html.

- After your credential has been recommended, you must submit payment in a timely manner or CTC will cancel your recommendation. CSSC will require a new credential application and fee to complete another online recommendation (referred to as a second (2nd) recommendation).

- **Your credential and all information relating to it will appear on the Commission website as granted once processing by CTC is complete.**

For your planning, record the date your application was submitted to CSSC: ________________

Rev. 3/2015
Requirements for All Programs:
Submit the items below, if you have not already done so:

- Printout from CTC website that shows All Documents held including the ‘Document Number, Title, Issue Date, and Expiration Date’. Go to: www.ctc.ca.gov, click on Search for an Educator, then Secured Search. Enter your SSN and Birth date to access your credentials held.
- Current negative T.B. test; test results are valid for 3 years for all programs
- Verification of the Basic Skills Requirement (BSR), i.e., CBEST is a common way to meet the BSR
- Subject Matter Competency
- U.S. Constitution
- Completed CSUEB Credential Application
- Credential Processing Receipt form and **$25.00 for each credential document type.** This may be paid by personal check or money order payable to CSU East Bay. **We cannot accept cash or credit card.**
- Valid email address that accepts correspondence from CSU East Bay and the Commission on Teacher Credentialing

Internship

- Bachelor’s degree
- Current enrollment in program
- District contract or offer of employment
- Intern application
- Department approval (see program coordinator)

Change of Employment Restriction on Internship

- District contract or offer of employment
- Department approval
- Applicable application and fees.
CSUEB INTERN CREDENTIAL APPLICATION

Please return completed application packet and credential processing fee to:
CSU East Bay / Credential Student Service Center
25800 Carlos Bee Blvd., AE 235 / Hayward, CA 94542-3075

Please type or write legibly. Please list name as it will appear on the credential document.

Name: ____________________________
Last ____________________________ First ____________________________ Middle ____________________________

Contact Phone: (_____ ) ______ - ________ Other name in University records ____________________________
(if different than above)

Net ID#: ____________________________ Date of Birth: _____/_____/______ Social Security: _______-____-_____

Email Address: ____________________________
If applicable, indicate: - (dash) or __ (underscore)—circle one.

PAYMENT REQUIRED WITHIN 90 DAYS OF RECOMMENDATION

For Teaching Credentials only, answer the following question(s) required for CTC reporting purposes:
Are you a native English speaker? ______Yes ______No  If not a native speaker, what is your primary language? ________

Please check the type of Credential and term you are applying for:

Types of Authorizations (required)          Terms of Authorizations (required)

☐ Multiple Subject

☐ Single Subject

☐ Education Specialist

☐ M/M ☐ M/S

☐ Check if by exam

☐ Internship

☐ 2nd Recommendation Request

SPACE BELOW IS FOR OFFICE USE ONLY

I authorize CSU East Bay to release information concerning my credential application to appropriate inquiring school districts and offices and to forward my credential application and supporting materials to the Commission on Teacher Credentialing for issuance of the credential I have requested.

Signature ___________________________________________ Date ______________
Please provide the same information on the top and bottom forms.

Name: ___________________________________________  Date: __________________________

Address: __________________________________________________________________________

Telephone: ___________________________  Net ID: _________________________________

Type of Credential (s): ___________________________________________

Amount attached: __________ ($25.00 for each credential application)
This fee is earned upon receipt and is non-refundable.

The above fee does not include the regular fees required for each credential application by the Commission on Teacher Credentialing (CTC).

---BELOW IS FOR OFFICE STAFF ONLY---

Date Logged: __________  Initials: __________  2nd Recommendation Request: __________

DISTRIBUTION: Top–Credentials; Bottom–Cashiers

Please provide the same information on the top and bottom forms.

Name: ___________________________________________  Date: __________________________

Address: __________________________________________________________________________

Telephone: ___________________________  Net ID: _________________________________

Type of Credential (s): ___________________________________________

Amount attached: __________ ($25.00 for each credential application)
This fee is earned upon receipt and is non-refundable.

The above fee does not include the regular fees required for each credential application by the Commission on Teacher Credentialing (CTC).

---BELOW IS FOR OFFICE STAFF ONLY---

Date Logged: __________  Initials: __________  2nd Recommendation Request: __________

DISTRIBUTION: Top–Credentials; Bottom–Cashiers
CSU EAST BAY INTERNSHIP APPROVAL FORM

A limited number of internships are available to CSU East Bay candidates, who demonstrate a high level of maturity, time management and organizational skills, and potential teaching effectiveness. First preference will be given to internships in high demand fields including Single Subject Math, Single Subject Science, and Special Education. Internships are limited to districts that have a signed Memo of Understanding with CSU East Bay. Internships must be at least 40% FTE. The Commission on Teacher Credentialing (CTC) requires that Credential Programs and Districts provide 189 hours of mentoring and support annually to each intern. The hiring District agrees to pay CSU East Bay $2,000 per intern to cover the costs of CTC-mandated support. The District may cover its costs by withholding 10% of the intern’s salary, providing half of these funds to CSU East Bay retaining the rest to pay for district-provided intern support.

Intern Applicant’s Name: ________________________  Net ID: _____________
Cell phone #: __________________________  Email: __________________________________

Subject:
___ Multiple Subject
___ Single Subject (Specify subject) ________________
___ Special Education Mild/Moderate Disabilities
___ Special Education Moderate/Severe Disabilities

The Commission on Teacher Credentialing requires all candidates to meet specific requirements prior to entering an internship. Please check off each requirement that you have met:
___ BA from an accredited institution of higher learning
___ Passage of CBEST
___ Demonstration of knowledge of US Constitution
___ Subject Matter Competence
___ Completion of Intern Pre-service Preparation (summer quarter credential coursework)

Special Education Intern Applicants Only
___ First year of TED SPED program completion (required)
___ Please check here if you have a valid multiple subject teaching credential (not required)
___ Please check here if you have a valid single subject teaching credential (subject) _____________ (not required)

Internships require candidates to function as the teacher of record for a group of students in addition to fulfilling credential program requirements. Please answer the following questions regarding your experience with students:

1) How long have you worked with students?

2) In what setting did you work with students?

3) What age/grade students have you worked with?

4) How would you evaluate your ability to manage student behavior?
5) How would you evaluate your ability to be an effective teacher?

6) Internships require candidates to work long hours, meet deadlines, and fulfill responsibilities to their students and to the CSUEB Credential Program. Please evaluate your **stamina, time management** and **organizational skills** in terms of your readiness to take on this commitment:

Please sign below indicating your belief that you have the maturity, time management and teaching skills to be an effective intern and credential student. Your signature signals your acknowledgement that 10% of your salary may be retained to cover the cost of intern supervision and support.

Candidate’s Signature: ___________________________ Date: ____________

Program Coordinator’s Signature: ___________________________ Date: ____________

**Once approved, this form will be returned to you and you may seek an internship. If you receive a job offer complete the following (include a copy of the job offer):**

Internship Specifications:

District: ___________________________ School: ___________________________

Principal: ___________________________ Principal email: ___________________________

Mentor: ___________________________ Mentor email: ___________________________

% Time (minimum 40%): ___________ School phone #: ___________________________

Teaching Responsibilities: _________________________________________________________

*Please do not write below the line*

__________________________________________________________________________________

___ Internship approved
___ Internship not approved

Candidate informed by:
___ Email
___ Phone
___ Face-to-face communication

Signature: ___________________________ Date: ____________