

INTERN CREDENTIAL APPLICATION

The Commission on Teacher Credentialing (CTC) has a policy whereby all Commission Approved Program Sponsors like CSU East Bay submit credential applications online. Upon verification that all requirements have been completed, our office will submit your credential application online to CTC. **You will be notified via email from CTC requesting payment.** Once payment is submitted to the CTC you can expect a confirmation email that your application has been received. Provided there are no extenuating circumstances, your credential will be issued. Your issued credential will be posted and viewable on the CTC's website: www.ctc.ca.gov. An intern credential will not be mailed to you.

Please review this page before completing and submitting this Intern Application-

- Please review the instructions and submit one email with completed application, verification of employment signed by HR (p. 4), credential processing fee receipt, and supporting documentation as attachments in pdf format, with no links, restrictions or passcodes to csscdocuments@csueastbay.edu- subject line of email should be: Intern, Program name-your name (ex. Intern, Single Subject Online-Smith, Jan).
- It is your responsibility to make sure you have **Program Coordinator approval** and have submitted the required documents in order to begin the application process. Keep in mind that incomplete items will create delays in the processing of your intern credential.
- **Credential Analysts will review your Intern Application file, verify eligibility, and recommend the credential to the CTC.** Applications will be reviewed and processed in the order in which they are received. It could take 4-6 weeks before your application is reviewed and processed. If additional documentation is required or you are not enrolled in classes, you will be notified via email and need to follow the listed instructions. Your SS# needs to be on file with the University.
- **Once the Credential Student Service Center (CSSC) has submitted the online recommendation to CTC, you will be emailed by CTC (to the email on your CTC Online Educator Account) to Complete Your Program's Recommendation by answering professional fitness questions and submitting payment.** Once payment is submitted to the CTC you can expect a confirmation email that your application has been received. Provided there are no extenuating circumstances, your credential will be issued. **Your issued credential will be posted and viewable on the CTC's website: www.ctc.ca.gov. It will not be mailed to you.** It is your responsibility to confirm accuracy. Contact our office immediately by email if there are errors.
- After your credential has been recommended to the CTC, you must *Complete Your Program's Recommendation* and submit payment promptly-before 90 days or CTC will cancel your recommendation application. The CTC and CSSC will require a new intern credential application and processing fee to submit another online recommendation (referred to as a 2nd recommendation).

ONCE CREDENTIAL IS RECOMMENDED PAYMENT IS REQUIRED TO CTC BEFORE 90 DAYS

INTERN CREDENTIAL APPLICATION

Requirements for all programs: Program Coordinator Approval

All intern applicants submit the items listed below with this Completed Intern Credential Application

- Current enrollment in classes for your program (we will verify)
- Verification of Employment signed by HR with exact start date in the current academic year
- Valid CTC document (www.ctc.ca.gov)
- Valid negative TB test (TB Risk Assessment not accepted) not required for ADMIN
- Credential Processing Receipt - of **\$25.00 for each credential document type. CashNet**
<https://commerce.cashnet.com/CRDNTL> (attach a copy of receipt with your application)
- Verification of the Basic Skills Requirement (BSR), i.e., CBEST, SAT/ACT, Approved BSR Evaluation

In addition to the requirements above-For Multiple Subject, Single Subject, and Education Specialist

- Subject Matter Competency (SMC), i.e., CSET score report or SMC approved coursework evaluation
- U.S. Constitution verification
- Summer class grades with a B- or better-Intern Credential Applications are not processed until after summer grades post in the order in which they are received.

For School Counseling and School Psychology

- Verification of Employment for Interns from district signed by HR with start date or District contract

For Administrative Services

- [Verification of Employment as an Administrator Form](#) completed by HR personnel

Change of Employment Restriction on Internship

- District contract or offer of employment
- Department approval
- Applicable application and fees

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Please type your name as it is listed on your CTC Educator Profile.
Your SS# must be on file with the University.

Full name _____ Net ID _____ Program name _____

Other name in University records (if different from above) _____

Email:

Cell phone:

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

Type of Authorization

- Multiple Subject
- Single Subject
Subject: _____
- SMC by exam (CSET)
- Education Specialist
- MMSN
- ESN
- PPS: School Counseling
- PPS: School Psychology
- Administrative Services

Term of Authorization

- Internship

Space below is for office use only:

- 2nd Recommendation Request

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 (CTC) for issuance of the credential I have requested.

Signature

Date

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VERIFICATION OF EMPLOYMENT FOR INTERNS

To be completed by district HR personnel to accompany your internship credential application

Full name of Intern Applicant _____

Exact start date in the current academic year(mm/dd/yy) _____

Name of Employing District or Charter school that must have an MOU with CSU East Bay:

_____ CDS Code _____

Teaching Credential

- Multiple Subject**
- Single Subject in**

- Art
- Dance
- English
- Mathematics (foundational)
- Mathematics (full)
- Music
- Physical Education
- Science (foundational)
- Science: Biology
- Science: Chemistry
- Science: Geoscience (Earth and Space Science)
- Science: Physics
- Social Science
- Theatre
- World Language: _____

Education Specialist Specialty Area Mild to Moderate Support Needs Extensive Support Needs

Pupil Personnel Services School Counseling School Psychology

Employer Electronic Signature _____

HR Personnel Name _____ Title _____

Email address _____ Date _____