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, the Credential Student Service Center (CSSC) will submit your credential application 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 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).

- You must continue enrollment to keep your intern credential active. It will be canceled if you withdraw for the program.

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

CAL STATE EAST BAY
CREDENTIAL STUDENT SERVICE CENTER

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

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

Please review this entire application and submit one email with completed application, verification of employment (p.4), processing fee receipt, and supporting documentation as PDF attachments, 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).**

CAL STATE EAST BAY
CREDENTIAL STUDENT SERVICE CENTER

INTERN CREDENTIAL APPLICATION

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	**Term of Authorization**	Space below is for office use only:
☐ Multiple Subject	☐ Internship	
☐ Single Subject		☐ 2nd Recommendation
Subject: _____		Request
☐ SMC by exam (CSET)		
☐ Education Specialist		
☐ MMSN		
☐ ESN		
☐ PPS: School Counseling		
☐ PPS: School Psychology		
☐ Administrative Services		

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. **I understand I must continue enrollment in the program or my intern credential will be canceled.**

Signature_____ Date_____

Please review this entire application and submit one email with completed application, verification of employment (p. 4), 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).
  ONCE CREDENTIAL IS RECOMMENDED PAYMENT IS REQUIRED TO CTC BEFORE 90 DAYS

CAL STATE
EAST BAY
CREDENTIAL STUDENT SERVICE CENTER

VERIFICATION OF EMPLOYMENT FOR INTERNS
To be completed by district HR personnel to accompany 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

Name & Address of School_____

County _____Grade level assigned:_____

By signing, I attest that the information provided on this form is accurate and the candidate is hired into a full-time internship position. I understand CSU East Bay reserves the authority to deny requests for internships or withdraw the intern credential if the candidate does not continue enrollment in the program.

HR Personnel Electronic Signature_____

HR Personnel Name _____   Title _____

Email address _____ Phone_____Date_____