

INTERN CREDENTIAL APPLICATION INFORMATION

The Commission on Teacher Credentialing (CTC) requires that all Commission-Approved Program Sponsors, including CSU East Bay, submit credential applications online. Once all credential requirements have been verified as complete, the Credential Student Service Center (CSSC) will submit your credential recommendation to the CTC. You will then receive an email from the CTC with instructions to submit payment.

Be sure to review all information on this page before completing and submitting your Intern Application.

Instructions for Submitting Your Intern Credential Application to the CSSC.

Incomplete or incorrectly submitted applications will cause delays.

1. Program Coordinator Approval Required: It is your responsibility to obtain Program Coordinator approval before submitting your application.

2. Submit One Complete Email to CSSC

Email all required documents in PDF format with no links, restrictions, or passcodes to:
csscdocuments@csueastbay.edu

Subject line:

Intern, [Program Name] – [Your Last Name, First Name]

Example: Intern, Single Subject English– Smith, Jan

Your email must include the following attachments:

Completed Intern Credential Application

Verification of Employment (Page 4) signed by Human Resources

Credential Processing Fee Receipt-Pay via Cashnet

Any required supporting documentation. Incomplete submissions will delay processing.

3. Application Review Timeline: Credential Analysts will Review your Intern Application file

- o Verify eligibility
- o Recommend the credential to the CTC

Applications are reviewed in the order received and may take 4–6 weeks to process.

You will be notified by email if additional documentation is needed or if you are not enrolled in classes.

Note: Your Social Security Number must be on file with the University to process your application.

4. CTC Submission & Payment- www.ctc.ca.gov

Once CSSC submits your online recommendation to CTC, you will receive an email from CTC (sent to the email on your CTC Online Educator Account). You must: Complete your program’s recommendation by answering required questions and submit payment to **CTC**. If there are no extenuating circumstances, your credential will be issued and viewable online at: www.ctc.ca.gov Credentials are not mailed — it is your responsibility to confirm the accuracy of your issued credential. If you notice any errors, contact CSSC immediately via email.

5. 90-Day Deadline for CTC Payment: You must complete the recommendation and submit payment to CTC within 90 days of the submission date. If you miss this deadline, CTC will cancel your application, and: A new Intern Credential Application and second processing fee must be submitted to CSSC.

6. Enrollment Requirement

To keep your intern credential active, you must remain enrolled in your program.

If you withdraw, your intern credential will be canceled.

INTERN CREDENTIAL APPLICATION INFORMATION

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) i.e. Certificate of Clearance or sub permit
- 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)

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).**

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

- 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.

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 cssdocuments@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

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 an 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. If the position is not a full-time teaching position, the candidate is responsible for working with the program faculty advisors to complete clinical practice hours as a student teacher.

HR Personnel Electronic Signature _____

HR Personnel Name _____ Title _____

Email address _____ Phone _____ Date _____