



Memorandum

To: To Whom It May Concern

CC: Dr. Eric Engdahl, Credential Coordinator

From: Laty Johnson, Director, Credential Student Service Center

Date: 8/3/2011

Re: Internship Credential Processing and CTC Coded Correspondence 08-03 Pre-service hours

Please be advised that in accordance with CTC Coded Correspondence 08-03 and Education Code 44225, all teaching intern credential holders must satisfactorily complete the state-mandated pre-service intern hours. At CSU East Bay, those hours are covered as part of our Summer Quarter classes and must be completed with a grade of "B" or better.

As a result, the Credential Student Service Center will not process any application for teaching intern credentials until we have confirmed satisfactory completion of those classes as verified through the posting of final grades on the candidate's official transcripts. The university is expected to post summer grades on or around **September 12, 2011**, therefore, credential processing will take place on a rolling basis **after** this date.

We understand that employment dates may be prior to the date of the grades posting; therefore we will backdate the credential document to honor the start date of employment as long as the candidate has satisfactorily completed all requirements for the credential, including the pre-service hours.

For those employers who wish to have an intern begin employment before the credential is processed, they must pursue a state approved employer-based option; however, this is subject to CTC approval, must be agreeable by the intern, and is not affiliated with the university.

We appreciate your understanding for our need to remain in compliance with Education Code while enabling our candidates to serve in their intern positions with our partner districts.

If you have any questions or concerns, please do not hesitate to contact our office to speak with a credential analyst at (510) 885-2272 or credentials@csueastbay.edu.

Thank you for your continued partnership with Cal State East Bay!