



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: _____

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.

FOR OFFICE USE ONLY

Check# _____

Amount: _____

Staff Initials: _____

Date: _____

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)

Multiple Subject

Single Subject

Subject: _____

Additional subjects:

Check if by exam

Education Specialist

M/M M/S

Terms of Authorizations (required)

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 _____

**CREDENTIAL PROCESSING RECEIPT
CALIFORNIA STATE UNIVERSITY, EAST BAY
CREDENTIAL STUDENT SERVICE CENTER (510) 885-2272, AE 235**

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

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CSU EAST BAY INTERN 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: _____