

Intern Teaching Clearance Checklist

for Multiple Subjects, Single Subject, and Education Specialist Programs

Types of internships: The California CTC offers two kinds of internship credentials: District Internships, sponsored by public school districts and the University Internship, sponsored by a teacher education program.

The University Internship Credential is a formal teaching license that requires you to meet different standards than those for the Emergency Permit or substitute credential. The University Intern Credential through NDNU reflects a special relationship between Notre Dame de Namur University and the employing school district. As an Intern teacher your role is unique: a paid faculty member, whether part or full-time, who is also a credential candidate. As such, you will receive special support from the credential program at NDNU and from the school district.

Private school teaching. Student teachers who are teaching in a private school are often colloquially called “interns”, and may be getting paid while student teaching, but this does NOT require an internship credential and is not considered an “internship” by the CTC.

Requirements for the University Internship include all six of the requirements for Student Teaching (see Student Teaching Clearance Checklist) PLUS the following six requirements, to be documented by the Credentials Office prior to NDNU recommendation for the University Internship Credential:

- 1) Submission of an official offer of employment on district or private school letterhead, from a public school district or WASC-accredited private school with which NDNU has an internship agreement
- 2) Written approval of the teaching position by your Program Director
- 3) Completed pre-service coursework

	Multiple Subjects	<i>EDU#</i>	Single Sub.	<i>EDU #</i>	Ed. Specialist	<i>EDU#</i>
<input type="checkbox"/>	Psych	4100	Psych	4100	ELL	4107
<input type="checkbox"/>	Stud teach I+ Orientation	4342	Teaching and Pedagogy	4404	Special Ed Prog. Mgmt	4200
<input type="checkbox"/>	Curr Math OR Curr. Soc Stud./Sci	4336 4339	Curriculum	4407	Curr. & Instr. Adaptations	4234 M/M or 4627 M/S
<input type="checkbox"/>	Reading, Primary	4330	Reading	4410		
<input type="checkbox"/>	Teaching Eng. Learners	4107	Teach Eng. Learners	4107		

- 4) Verification of U.S. Constitution by exam or coursework. Three methods to meet this requirement:
 - a. A bachelor’s degree from a California State University (CSU) campus
 - b. Completion of an approved college level course on the Constitution (“C” or better) or completion of two semester U.S. History survey sequence

- c. Passage of an approved U.S. Constitution exam. NDNU offers a convenient online exam at www.USConstitutionExam.com , which includes all necessary preparation materials. See the Credentials Analyst for the NDNU student discount.
- 5) [Request for Credential Recommendation \(audit\) Form](#), submitted to the credentials office. After your NDNU recommendation is submitted to the CTC, you must complete the CTC credential application procedure electronically, by completing the application and paying the CTC fee request that will be sent to you by email directly from the CTC.
- 6) Submission of the [NDNU Intern Orientation Agreement](#). (submitted to credentials office by 3 weeks after start of internship.)

The Internship Liason

While you are serving on the Intern credential you will have an on-site Liaison to provide support and assistance. This Liaison will confer with you and your Notre Dame de Namur University Supervisor and participate in the on-going assessment of your performance.

The role of Liaison is one required and defined by statute. The Orientation Agreement form must be in your credential file within three weeks of the start of your intern experience. As soon as you and your Liaison have signed, this document should be given to the Credential Analyst.

The Process

It is very important that you complete this credential application process EARLY, especially making sure test scores are submitted and fingerprints have been cleared through the CTC (see Student Teaching checklist). Without the formal recommendation from the School of Education (which can be done ONLY when all requirements are met) the district Personnel Office will not be able to process your paperwork for salary purposes.

Intern credentials are issued for service in a specific school district. If you change school districts while on a valid Intern Credential it will be necessary to re-submit an Intern credential application to Sacramento that reflects the district change. This may be accomplished quickly through the Credential Analyst. However, the CTC requires you to file a new application and pay another state credential fee.

Please direct all forms and questions to:

Terrance Hanna
Credentials Office
St. Mary's Hall 107
Phone: (650) 508-3545 Fax: (650) 508-3457
Email: credentials@ndnu.edu