

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 California university teacher education programs.

The University Internship Credential is a formal teaching license issued by the CTC 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: a note on nomenclature: 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 (CBEST, CSET, fingerprint clearance, neg. TB test, 40 hours early field experience, signed release of liability form) (see Student Teaching Clearance Checklist for details) PLUS the following six requirements, to be documented by the Credentials Office before a NDNU recommendation for the University Internship Credential can be submitted to the CTC:

- 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 or Placement Coordinator
- 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	Teach Eng. Learn.	4107
<input type="checkbox"/>	Stud teach I+ Orientation	4342	Teach Eng. Learn.	4107	Special Ed Prog Mgmt	4200
<input type="checkbox"/>	Curr. Math OR Curr. Soc Stud./Sci	4336 4339	Student teaching I	4442	Curr & Instr Adaptations	4234 M/M or 4627 M/S
<input type="checkbox"/>	Reading, Primary	4330	<i>+At least one of the following:</i>		Clinical Assessment	4203
<input type="checkbox"/>	Teaching Eng. Learners	4107	Teaching and Pedagogy	4404		
<input type="checkbox"/>	Student teaching I	4342	Lit. in content area	4410		
<input type="checkbox"/>			Sec. Curriculum	4407		

- 4) Verification of the CTC's U.S. Constitution requirement 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 university 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) Application for Credential Recommendation ("audit") Form, submitted to the credentials office. (there is no NDNU audit fee for internships) 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 (currently \$100) that will be sent to you by email directly from the CTC.

- 6) Submission of the NDNU Intern Orientation Agreement. (in credentials office by three weeks after start of internship—see below)

- 7) *For Education Specialists only: Submit completed Intern Authorization Form (IAF) to placement coordinator. Placement coordinator must formally approve internship*

The Internship Liaison

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 important that you start this credential application process EARLY, especially making sure test scores are submitted and fingerprints have been cleared through the CTC (see Student Teaching checklist). District personnel offices will not process your paperwork for internship salary purposes without the formal recommendation from the School of Education (which can be done ONLY when all requirements are met). As with all certification processes, waiting until the last minute is unwise.

Internships are district-specific

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 request a "change of restriction" available only via another CTC Intern credential PAPER application and new fee (no electronic submissions) to be submitted through the Credential Analyst.

Transition to preliminary credential

Internship credentials are valid for up to two years while you are in the program. The intern credential will become invalid at the end of the program coursework, and multiple subjects and SPED students cannot be recommended for a preliminary credential until ALL requirements (including RICA) are completed. Therefore students who complete the program while teaching on an intern credential but fail to pass the RICA can find themselves in a serious employment situation, so plan when you will take the RICA accordingly.

Forms: All forms mentioned above are available at the Credentials Office (120 St. Joseph's) or online on the NDNU credentials page <http://www.ndnu.edu/education-and-leadership/credentials-office/>