



Intern Credential Application Process & Timeline

Read this information carefully and keep this page for reference as most questions are addressed below.

It is your responsibility to make a copy of all documents for your personal records. All documents submitted to CSUB become the exclusive property of the CSUB Credential Program.

Instructions:

1. Log into your CTC Educator page: [Personal Profile](#) and carefully review your personal information, including your email address for accuracy.
 - a. The email address you have on file with CTC is the address that your recommendation notification will be sent to. If your email on file with CTC is incorrect or has changed, you will not receive important notifications and updates regarding your credential.
If your CSUB email address is on file with CTC, you must update your account with your personal email address prior to submitting your credential application. Your CSUB email address will not be valid once you are no longer a student. **Your application will not be processed with a CSUB email address. CSUB is not responsible for an incorrect email address on the CTC website.**
2. Complete the attached forms. Some forms must be completed by you and your district.
3. Merge your documents into ONE PDF. You can use a free PDF merge site such as [I love PDF](#), [PDF Merge](#), or [PDF Joiner](#).
 - a. Use the checklist on the following page to ensure all supporting documents and application is merged into ONE PDF.
 - b. Save your document as Last name_First name_CSUB ID_program
4. Upload your document that is named Last name_First name_CSUB ID_program to the submittal portal. Do not upload zipped or password protected files.

Failure to follow submittal directions will delay processing time.

APPLICATIONS WILL ONLY BE ACCEPTED VIA THE SUBMITTAL PORTAL.

SUBMIT YOUR APPLICATION HERE:

[INTERN CREDENTIAL APPLICATION SUBMITTAL](#)

Application Evaluation:

Your application will be evaluated to verify eligibility and submitted to the Commission on Teacher Credentialing (CTC) for issuance.

Applications are processed within 5-10 business days of CSUB receiving them. If your application is incomplete and additional information is required, you will be notified via email. Incomplete applications will delay the processing time of your application.

What to expect once the Credential Office has evaluated and submitted your online recommendation to CTC:

1. Once the Credential Analyst has submitted your online recommendation, CTC will notify you by email to complete the online portion of the application including the "Personal and Professional Fitness Questionnaire" and the payment portion of the process.

This step is to be completed within 10 days in order to be authorized as an intern teacher of record. Failure to complete this step prior to the beginning of the term or beginning date of the assignment will result in removal from the intern program and withdrawal of your intern credential.

Helpful Tips for Completing the online portion:

- Turn off Pop-up blockers before beginning online process
 - Carefully review your personal information in your Educator Profile and make changes as necessary **before** continuing (see step 1 under Instructions).
 - A credit card is required to complete your application payment. Current CTC fees can be found at: [CTC Fees](#).
2. After completing the online portion, you will receive a confirmation email. Print this email as confirmation for your employing district. Provided that there are no extenuating circumstances, you will receive an email within 7-10 business days confirming issuance of your credential and instructions on how to print a copy.
 - **You are advised to save all CTC emails until your credential has been posted on the CTC website: www.ctc.ca.gov**
 - **Instructions on how to print your document: [Print a Document's Detail](#)**

Contact Information:

Bakersfield Campus Single/Multiple Subject Evaluator: Jayme Barton, jbarton5@csub.edu

Bakersfield Campus Special Education Evaluator: Julia Bavier, jbavier@csub.edu

Antelope Valley Campus Evaluator: Jenny St. George, jst-george@csub.edu

Credential Analyst: Stephanie Prielipp, sprielipp@csub.edu.

Intern Application Checklist

PRIOR TO ACCEPTING AN OFFER OF INTERN EMPLOYMENT, THE OFFERING DISTRICT MUST BE AN APPROVED CSUB PROGRAM PARTNER and YOU MUST CONTACT YOUR PROGRAM ADVISOR FOR APPROVAL.

Complete and submit the attached application along with any additional required documents to the credential office. You do not need to submit any documents previously submitted for program admittance. Check with your evaluator if you need to verify documents on file.

Documents submitted to CSUB become the exclusive property of the university and will not be copied or returned. It is your responsibility to make copies of all documents for your records prior to submitting your application.

To be eligible for intern credential the following must be verified:

- Admitted to CSUB
- Admitted and in good standing with CSUB Credential Program in which you are seeking an intern credential.
- Bachelor's degree from an accredited college or university (degree must be posted on official transcript)
- GPA of at least 3.0
- 100% Subject Matter Competency – SMC Verification, CSETs, or Subject Matter Waiver Ltr
- 100% Basic Skills Requirement – CBEST or Alternative
- Completion of 120 hours of pre-service coursework: Must include classroom management and planning, developmentally appropriate teaching practices, pedagogy and communication skills including reading, and 45 hours in Teaching English Learners. You must contact our office to verify you have met these hours. **Experience does not waive this requirement.**
- U.S. Constitution Requirement: Course (passed with a "C" or better and posted on official transcript) or passage of approved Exam (submit a copy of your certificate).
- Valid Certificate of Clearance, Emergency Permit, PIP, or STSP posted on CTC website: www.ctc.ca.gov
- Verification of Employment: Copy of your contract or letter of intent to employ from a school district that has a current internship (MOU) agreement with CSUB. **Assignment must align with the subject area of the credential being sought and approved by your program advisor.**

- Completion of attached online recommendation application and intern forms. **Incomplete application will be returned and will delay the processing time of your application. Make sure to sign and date your forms.**
- \$30.00 Credential Service Fee: Pay through your MyCSUB and submit the receipt with your application. ****This fee is separate from the \$30.00 fee submitted with your program application**** Directions on how to pay: [Paying your Credential Service Fee](#)
- Intern Advising: Your program advisor will continue as your intern advisor. Make an appointment immediately with them to update your program plan to Intern and to ensure registration of appropriate courses.
- Special Education Candidates Only: If your assignment is an Independent/Home Study setting you must provide a letter on agency letterhead from your school administrator verifying that the assignment will include a minimum of 30 hours/per semester of small group instruction.

Please note: CTC will require an additional application fee once CSUB has processed your intern application. Current CTC application fees: [CTC Fees](#)



Intern Memorandum of Understanding

Dear Intern Applicant,

Thoroughly review, sign, date, and return all pages of this Memorandum of Understanding (MOU) along with your application to the Intern Application Credential Submittal portal: [Intern Credential Application Upload](#). A copy of the MOU will be emailed to you along with your intern admittance letter.

Statement of Purpose

The Intern Program is an alternative pathway toward earning a California preliminary teaching credential. Interns typically teach full-time during the day and take classes at night. Coursework is integrated throughout the program is designed to be an integral part of the teacher's daily work. The intern credential track is for students who have been offered full-time teaching employment with a district that has an Intern Agreement with CSU, Bakersfield. An intern credential is issued for a two-year period.

Our intern program allows individuals to complete their teacher preparation program coursework concurrent with a paid teaching position. All Intern Candidates in this program must be employed by the district as the full-time Teacher of Record in a Multiple Subject, Single Subject, or Special Education classroom. An intern credential authorizes the same service at the same levels of the regular authorizes.

Requirements to qualify as an Intern

Interns are required to satisfy specific state requirements prior to the Intern Credential being awarded:

- Admitted to CSU, Bakersfield
- Admitted to and in good standing with CSUB Credential program
- Verification of employment (copy of contract or intent to employ) from a school district that has a current internship agreement with CSUB. Assignment must align with the credential area requirements as stated below and be approved by your program advisor.
- Verification of bachelor's degree or higher from accredited college or university (degree must be posted on transcript)
- U.S. Constitution: course ("C" or better posted to transcript) or passage of approved exam (copy of certificate).
- Verification of Subject Matter Competency: passage of CSET in your subject area, subject matter waiver letter issued by a Commission approved institution, or degree verification.
- Verification of Basic Skills Requirement: meet one of the BSR options: [BSR Options](#)
- Verification of fingerprint clearance: a valid Certificate of Clearance or Substitute Teaching Permit posted on CTC website: www.ctc.ca.gov
- Completion of 120 hours pre-service* including classroom management and planning, developmentally appropriate teaching practices, pedagogy and communication skills, including reading with 45 of these hours in teaching English Learners. Experience does not waive these hours. Hours are typically met by completing the prerequisite/foundational courses.
- Completion of all intern application forms (included in this packet).
- Advising: An intern advising appointment must be completed prior to issuance of your intern credential.
- \$30.00 Application service fee

* What is Pre-Service?

Pre-Service develops skills and knowledge required prior to entering the classroom as the teacher of record, delivered in a sustained, intensive and classroom-focused manner. The Pre-Service includes a minimum of 45 hours of EL training plus a combination of skills that include behavior management, pedagogy, communication, and instruction that addresses all Commission-approved standards for the preparation program.

Intern Protocol and Guidelines

As an Intern you are required to perform all faculty duties assigned, including those preparatory to the beginning of school, to the same degree as a fully certified teacher in the same school. You must meet the ethical, legal, and other professional standards expected of credentialed teachers. Intern Candidates are required to enroll and stay active in credential courses each term. This program provides teacher preparation coursework and support from university and district faculty. Completion of the CSUB Intern Credential program results in the same credential as is earned through the traditional teacher preparation program. The intern credential issuance date shall be determined by either the date all requirements were completed and/or submitted or at the beginning date of intern employment. However, the issuance date cannot predate the completion of all intern credential requirements. An intern credential shall be valid only as long as the holder is in good standing in the CSUB teacher intern credential program and their employing district. Failure to comply could result in dismissal from the program and revocation of your intern credential. Inactivity could also result in being held to new program requirements and/or state standards.

Intern teaching assignments must correspond to the subject area in which the Intern is seeking a credential. Interns with a $\frac{1}{2}$ or $\frac{3}{5}$ -time teaching assignment in their subject area and another core subject must meet the 32 semester/ 45 quarter unit (degree authorization/CSET) requirement in the subject that does not correspond to their credential emphasis.

Interns in assignment that do not correspond to the credential sought (e.g., Single Subject teaching assignment but seeking a Multiple Subject credential, etc.) will be notified immediately and advised that their teaching assignment does not meet the student teaching requirement for the credential being sought (both district and Intern will be notified).

Assignment must include instructional access to at least one identified EL student and one identified special needs student with an IEP, 504 plan, or GATE identification.

Multiple Subject Interns must be in a self-contained K-8 classroom and teach a minimum of 2 different core subject areas (math science, social studies, English). ELD and Read 180 are considered English. Multiple Subject Candidates must teach all subjects in a self-contained class or teach core classes to student in grades 5-8 pursuant to Education Code Section 44258.1. Core classes consist of teaching two or more subject to the same group of students.

Single Subject Interns must teach a minimum of four periods in subject area in which Intern is seeking a credential.

Special Education Interns are authorized to teach in grades TK-12. Independent/Home Study must have a minimum of 30 hours/sem. of small group instruction.

- If your assignment changes during your employment as an intern, you **must** contact our office for approval **prior** to accepting your new assignment.

Non-re-elect Interns:

Interns who receive a notice of non-re-elect may convert to the traditional program if doing so does not extend their program requirements. If the Intern course of study will be extended, or if the Intern is one term away from completing the program, the Intern will be allowed to remain in their current course of study.

Interns Not Meeting Intern Program Requirements:

Interns who do not meet program requirements (e.g., not attending seminars, not meeting with peer coach, not recording intern support hours in LiveText, not maintaining minimum 3.0 GPA, unacceptable dispositions, not enrolled in or satisfactorily meeting course requirements) will be notified in writing by the Program Director/Department Chair that they are in violation of their program agreement and will have their intern credential revoked if the stated requirement(s) are not met in a timely manner. Notification will be sent to the district (District Intern Director and appropriate administrator) and county personnel offices.

CSUB Interns Transferring to Another University:

In those instances, where an Intern is employed under a CSUB Intern Credential but taking coursework at another IHE, the Intern will be required to apply for a Change of Restriction (through the new university) reflecting the appropriate IHE. The Program Director/Department Chair will notify the school district and county personnel office in writing that the Intern is no longer participating in the CSUB Intern program and an Intern Withdrawal notification will be submitted to the Commission on Teacher Credentialing.

Policy Regarding Changing Districts:

Pursuant to Education Code 44463, CSUB Intern Candidates will be able to change school districts only at the completion of the contract year if recommended for an intern position by the new school district. Candidates who leave their intern assignment prior to the end of the academic year will receive no credit for the currently enrolled intern course(s). The Candidate may request in writing to return to the traditional track following the term. This request is not guaranteed and will be reviewed by the Admissions Program Committee. CSUB will not allow the Candidate to reapply to the intern credential track.

University Coursework Requirements:

Intern coursework will vary from the traditional program. You are required to make a fact-to-face appointment with your Program Advisor to update and sign a new Intern program plan of study. Adherence to the approved plan of study is mandatory. In addition to the program coursework, state standards require interns to enroll in specific intern seminars and/or intern teaching **every term** while holding an Intern Credential.

- **Failure to be registered for the intern course by the first day of the term or to comply with the intern program plan of study will result in immediate revocation of your intern credential.**

Intern Hours of Support and Supervision:

CTC Program Sponsor Alert 13-06: [PSA 13-06](#) provides information on required hours of support and supervision for all interns. A minimum of 144 hours of support and supervision must be provided to each Intern Teacher per school year (approximately 4 hours per week). In addition, a minimum of 45 hours of support and supervision related to English Learners must be provided to each Intern Teacher per school year (approximately 5 hours per month) for those interns who do not hold a valid CLAD or English Learner Authorization. This increase in hours of support and supervision applies to interns who receive their Intern Credential on or after April 1, 2014.

- Interns are required to upgrade to the Field Experience Edition of LiveText.

Minimum Number of Hours Required to be Logged

	Total Hours Required (Per Year)	Intern & Mentor Combined (Per Year)	University (Per Year)	Intern & Mentor Combined (CSUB Term)	University (CSUB Term)
General Support & Supervision	144	120	24	60	12
EL Specific Support & Supervision	45	30	15	15	7.5
Total Support & Supervision Hours	189	150	39	75	19.5

Policy Regarding Tracking and Completion of Hours:

It is the responsibility of the Intern to attend and engage in the scheduled activities, seminars, workshops, etc. provided by the Mentor, Intern Liaison, or University Supervisor to meet the required hours. If the Intern fails to attend and stay on track, the Intern and District Administrator will be notified by the CSUB Intern Credential Program. The Intern will be required to complete additional hours the following term. If the hours are not met the following term, the Intern will be dropped from the Intern Credential Program and the Commission on Teacher Credentialing will be notified to suspend the Intern Credential. **All required hours for the academic year must be completed by the end of the CSUB Spring term to receive intern course credit.**

- Interns must be fully enrolled in the Intern Seminar/Clinical Practice each term until all credential requirements have been satisfied and a Preliminary Credential has been issued. A signed contract with a school district does not make an intern eligible to continue teaching unless the intern has completed all Preliminary Credential requirements and has submitted a complete application for a Preliminary Credential or is enrolled in an appropriate Intern Seminar/Clinical Practice. Be sure to check the add/drop deadlines on CSUB Academic Calendar.

Once you have successfully completed the CSUB Intern Credential program including all coursework, seminars, exams, TPAs, CPR, and support hours, you will be eligible to apply for your California Preliminary Teaching Credential. Applications are available at: [Credential Applications](#).

By signing below, I certify that I have read and understand the requirements of the California State University, Bakersfield Intern Teaching Credential Program. In addition, I understand that I am responsible for meeting all the requirements outlined above and agree to follow the guidelines and program standards set forth by CSUB and The Commission on Teacher Credentialing.

Print Name

Signature

Date

It is mandatory that Intern Candidates **meet with their Program Advisor** to complete an Intern Program Plan of Study prior to beginning classes **even if you have already completed a Traditional Program Plan of Study** as coursework will vary from your traditional track program plan.

Credential Office Use Only	
Program Stage: 5800	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
	5810 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
EL Support Needed:	<input type="checkbox"/> Y <input type="checkbox"/> N

Intern Program Information

If your intern assignment changes during your employment, you must contact our office for approval prior to accepting the new assignment.

Candidate Information

First name	Middle name	Last name
Home address	City	Zip Code
Phone number	Email address	

School Information

School District of Employment	Assigned School		
School Address	City	County	Zip Code
School Phone Number	Principals Name		

Assignment Information

Subject you are assigned to teach _____ Grade: _____

Multiple Subject Interns assigned to core content areas other than English and Math must work with the CalTPA Coordinator on their campus to ensure their work meets the CalTPA requirements.

CSUB credential program you are admitted to:

Multiple Subject Single Subject Special Education: MM or MS

Signature of Intern Date

Intern Employment Contract Information

TO BE COMPLETED BY YOUR DISTRICT – Applications will not be processed if incomplete

Beginning date of this intern assignment (required for issuance date of intern credential): _____

Mentor Name: _____ Phone: _____ Email: _____

EL Mentor Name: _____ Phone: _____ Email: _____

only if different than above

District Official Name: _____ Title: _____

Email: _____ Phone Number: _____

By signing this document, you certify that the candidate information/assignment above is true and correct.

District Official Signature: _____ Date: _____

Credential Application for Online Recommendation

DO NOT submit your application directly to CTC – you must be formally recommended by your university. Your document will be issued with the name on file with CTC. If you need to make a name change with CTC use the [41-NC](#) form. Type or print clearly – applications will be returned if not legible or incomplete.

Candidate Information:

Social Security #: _____ CSUB ID: _____ Date of Birth: _____

First name: _____ Middle name: _____ Last name: _____

Former/maiden name(s): _____ Ethnicity: _____ Gender: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Phone: _____ CSUB Email: _____

Email address on file with CTC: _____

Credential Information:

Credential area:

Multiple Subject

Single Subject:

Subject area: _____

Education Specialist

Mild/Moderate

Moderate/Severe

Administrative Services

Pupil Personnel Services

Type of credential applying for:

Internship

Preliminary

Clear

Certificate of Eligibility

Added Authorization:

To a Multiple/Single Subject:

Supplementary Authorization
Subject area: _____

Subject Matter Authorization
Subject area: _____

Reading & Literacy Auth.

Bilingual (Spanish) Auth.

To an Education Specialist:

Early Childhood

Employment Information: (this section is not required for Intern applications)

School District of Employment: _____ School Site: _____

County: _____ Administrator's name: _____ Admin's Email: _____

By selecting the "I Agree" button you are signing this Application electronically. You affirm this electronic signature is the legal equivalent to your manual/handwritten signature on this Application. You hereby authorize CSU Bakersfield School of Social Science and Education to submit your credential application and materials via the online submission process to California Commission on Teacher Credentialing for issuance of the credential you are requesting. I certify that the information I have provided is true and correct and confirm that I am the student authorized to sign this Application.

"I Agree" _____

Type Name

Date



Credential/Program Services Request

California State University, Bakersfield charges a fee for all Education credential/program services. This non-refundable fee of \$30.00 may be paid using one of the following options:

- MyCSUB: Make a payment through MyCSUB student center and attach proof of payment with your credential application materials.
Directions on how to pay: [Payment Directions](#)