Internship Hours of Support/Supervision Requirements
for Recommendation of Preliminary Credential

- As an intern, you are required to complete the Intern Requirement Checklist and Activity Log (attached) every semester through collaboration with your Local Support Teacher and University Supervisor.
- You are required to complete 72 hours of supervision/support (a minimum of two hours each week) and, unless you hold a previous credential with a valid CLAD or EL Authorization, complete and additional 23 hours of English Learner (EL) supervision/support (a minimum of one hour each week; see next bullet for details) for each semester you are an intern. These EL hours must be separate from your 72 hours of supervision/support; you cannot double count hours.
- You must complete the 23 hours of EL supervision/support each semester (a minimum of one hour each week) unless you hold a teaching credential that includes English Authorization (BCLAD, CLAD, ELA1, etc.; if you are not sure, please contact your University Advisor). The Commission on Teacher Credentialing requires that all interns address these mandatory EL hours, regardless of school size or setting. As these accommodations need to be made with your employer per the Memorandum of Understanding your employer signed, it is imperative that you work with them to ensure that you can meet this requirement.
- Prorated hours: if starting on an Intern Credential in the middle of the semester the hours need to be prorated.
  o 72 hours prorated: number of weeks teaching times 4 hours per week = the total number of prorated hours.
  o 23 EL hours prorated: number of months times 5 hours per month = the total number of prorated hours.
- These forms must be completed according to the directions and submitted at the end of each semester.

HOW TO COMPLETE THE FORMS

Intern Requirement Checklist Form

TOP OF PAGE
- Complete the top of the page with the Intern, Local Support Teacher, University Supervisor Names.
- One of the two boxes at the top right must be checked:
  - Intern will need 23 additional hours of support focused on teacher English Learners (this is marked if you do not have any other credentials; see below).
  - Intern has met the English Learner Authorization by ____________. (This would be marked if you have a credential that has English Learner Authorization embedded or an authorization of CTEL or CLAD/BCLAD posted on the Commission on Teacher Credentialing website. If you’re not sure contact your University Supervisor.)

MIDDLE OF PAGE
- At the end of the semester you must enter the aggregated hours from your Activity Log under the “Support Hours” and “EL hours” columns.

BOTTOM OF PAGE
- Enter the total hours completed for supervision/support (at least 72 per semester, unless prorated), and additional 23 hours of English Language-focused supervision/support per semester, unless prorated (if applicable).

**All signatures are required before submitting the form**

Activity Log Form
- All hours on the Activity Log must be during valid dates of the internship contract. If you don’t know the dates of the contract, please contact the School of Education. Do not use date ranges—enter the activities and hours for each day an activity was completed.
Q&A Regarding your Internship Credential and getting the Preliminary Credential

My Intern Credential is valid for two years, right?
Yes. However, the Intern Credential is only valid when you are enrolled at CSU, Chico. Once you finish the credential program coursework the Intern Credential is no longer valid.

What are the steps to get my Preliminary Credential?
1. Review your To Do List for the pending documents. All documents MUST be submitted at one time to Credential Services in Tehama 209 or mailed to CSU, Chico, Credential Services, Chico, CA 95929. If you are required to pass RICA (Multiple Subjects and Ed Specialist only) then wait for these results before submitting all the other documentation, i.e. Request for Recommendation form and CPR.
2. After a final review, including grades, the University’s Credential Analyst will determine if you have met all requirements for the Preliminary Credential.
3. Your recommendation for the Preliminary Credential will be electronically submitted by the Credential Analyst to Commission on Teacher Credentialing.
   - **Spring finishers** will be recommended by June 30th with an issue date on the Preliminary credential of May 31st.
   - **Fall finishers** will be recommend by January 31st with an issue date on the Preliminary credential of December 31st.
4. You may visit the CTC website at ctc.ca.gov to verify if you have been recommended.
   www.ctc.ca.gov > Credentialing Information > Complete Your Program’s Recommendation > click on the video.
5. The credential will be approved and granted by the CTC. It is **VERY** important that your information is correct on the Preliminary credential because it is a legal document; call Credential Services (530) 898-6455 if you have questions. The electronic Preliminary Credential is the only credential or notification you will receive and it can be printed or emailed to you for your records.

What happens when you don’t recommend me until (fall finishers: mid-January; spring finishers: mid-June) and I’m still working with my Intern Credential?
If you have all the documents, coursework including PACT and RICA (for Multiple Subject and Education Specialist), turned in by (for spring finishers: May 31; fall finishers: December 31), then you will be fine. You will receive an issuance date on your credential of (spring finishers: May 31; fall finishers: December 31).

What if I have to resubmit PACT and it is after (for spring finishers: May 31; fall finishers: December 31), but I have all my other documentation turned in?
You will NOT be recommended. You will need to contact your program coordinator ASAP and keep Credential Services informed on your deadlines for re-submission. If Credential Services does not hear from you then your Intern Credential will be withdrawn from the Commission on Teacher Credentialing. The end date would be the last day you worked as an intern. You and your employer will be notified of the withdrawn Intern Credential via email.

What happens if I pass PACT/RICA after May 31/December 31?
If you pass PACT /RICA on or before July 15/February 15, then we would use this date for an issuance date on your Preliminary Credential. This issuance date is important if you are currently teaching because you must have a valid credential while you are in the classroom.

What happens if my Intern Credential is withdrawn and I’m still employed?
You will need to work this out with your employer.
Examples of Forms Completed Correctly

**Intern Requirement Checklist**

- [ ] Intern will need 45 additional hours of support focused on teaching English learners
- [ ] Intern has met the English Learner Authorization by

**Local Support Teacher's Name:**

**University Supervisor's Name:**

Please use the attached log to record time spent in any of the following activities: 44 hours of support are required for all interns each academic year (a minimum of 2 hours each week). Any intern not already possessing a special designation needs to record at least 45 hours of support focused on teaching English learners. Please submit a final copy of this checklist and log to the CSU, Chico Intern Coordinator by the end of each semester.

<table>
<thead>
<tr>
<th>Activity Log</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Type of Activity Completed</th>
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</thead>
<tbody>
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**Potential Support & Supervision Activities that must be provided through the Intern's Employer**

1. **Instructional Coaching** (for example, math coach, reading coach, EL coach)
2. Grade-Level or Department Meetings related to curriculum planning, and/or instructional coaching
3. Professional Development in reading, math, writing, or other instructional areas
4. Coaching (not evaluation) from Administrators
5. Co-planning with Special Education or EL, input to teachers included special needs students and English learners
6. Logical/English-Help before and during school week (bulletin boards, grading assignments, parent conferences)
7. Release for participation in district, regional or other groups (ELAC, Council for Exceptional Children)

**Potential Support & Supervision Activities that must be provided through the Intern's Commission Approved Preparation Program**

8. Classroom observation and coaching
9. Demonstration lesson and/or Collaborative activities with mentor, coach, or program supervisor
10. Intern Observation of other teachers and classrooms
11. Classroom Observation and Coaching
12. Demonstration Lesson and/or Collaborative activities with mentor, coach, or program supervisor
13. Intern Observation of other teachers and classrooms
14. Classroom Observation and Coaching
15. Demonstration Lesson and/or Collaborative activities with mentor, coach, or program supervisor
16. Intern Observation of other teachers and classrooms

**Supervision/Support (at least 44 hours):**

Additional EL Focused Supervision/Support (at least 45 hours): 158
Total Hours Completed: 158

*May also be used towards the 45-hour EL Support & Supervision Requirements*

**Activity Log**

Please use this table to record the date, hours, and type of activity during the semester. Another page may be used if necessary. At the end of the semester, this information will be aggregated and verified by the Local Support Teacher and University Supervisor on the Intern Requirement Checklist.

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Hours</th>
<th>Type of Activity Completed</th>
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<tbody>
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</table>

**Activity Log**

Please use this table to record the date, hours, and type of activity during the semester. Another page may be used if necessary. At the end of the semester, this information will be aggregated and verified by the Local Support Teacher and University Supervisor on the Intern Requirement Checklist.
**Intern Requirement Checklist**

<table>
<thead>
<tr>
<th>Intern’s Name _____________________________</th>
<th>Student ID _____________________________</th>
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<tbody>
<tr>
<td>Local Support Teacher’s Name _____________________________</td>
<td></td>
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<tr>
<td>University Supervisor’s Name _____________________________</td>
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<tr>
<td>Date Internship Began _____________________________</td>
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☐ Intern will need **23 additional hours of support focused on teaching English Learners**

*This applies to ALL interns without a credential with EL Authorization*

☐ Intern has met the English Learner Authorization by _____________________________

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**Potential Support and Supervision Activities**

<table>
<thead>
<tr>
<th>Support Hours</th>
<th>EL Hours</th>
<th>Type of Support /Supervision Activity</th>
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<tbody>
<tr>
<td>72</td>
<td>72</td>
<td>General Supervision/Support (at least 72 hours): ____________</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
<td>Focused Supervision/Support (at least 23 hours): ____________</td>
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**Intern’s Employer**

1. Content Specific Coaching (for example: math coaches, reading coaches, EL coaches*)
2. Grade Level or Department Meetings related to curriculum, planning, and/or instruction
3. New Teacher Orientation
4. Coaching (not evaluation) from Administrator
5. Co-planning with Special Educator or EL expert to address included special needs students and/or English learners*
6. Logistical help before and during school year (e.g. bulletin boards, seating arrangements, materials acquisition, parent conferences)
7. Release time for participation in district group/regional group (e.g. ELAC, Council for Exceptional Children)*
8. Seminars (problem solving issues with students, curriculum, instruction, TPEs, etc.) offered in person or via online video conference/webinar*
9. Peer/Faculty Support (example: discussion debriefing teaching day at start of each class)
10. Provide access/student memberships for participation in district/regional groups (ELAC committee, Council for Exceptional Children, etc.)*
11. Classroom Observations and Coaching*
12. Demonstration Lessons and/or Co-teaching activities with mentor, coach, or program supervisor*
13. Intern Observation of other teachers and classrooms*
14. Email, Phone (voice, text), and/or video conferencing support related to observation, problem-solving, planning, curriculum and/or instruction*
15. Activities/workshops specifically addressing issues in the intern’s classroom—co-attended by intern and support person(s)
16. Watching and discussing teaching videos with support person(s)*
17. Interactive Journal (Support/ Supervisor and Intern)
18. Phone/Email Support Hotline*
19. Observe SDAIE/ELD lessons online or in person*
20. Weekly planning or review of plans with EL Authorized Credential Holder*
21. Editing work-related writing (letters to parents, announcements, etc.)*
22. Professional Literature/Research discussion groups facilitated by appropriately credentialed support person or program supervisor*
23. Review test results*

**Intern’s Commission Approved Preparation Program**

- Interns who hold a previous teaching credential with an EL Authorization. Please direct any questions regarding EL hours to your University Supervisor. Submit a final copy of this Checklist and Activity Log to your University Supervisor at the end of each semester.

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**Due at the End of Each Semester with Activity Log Attached**

Interns: Please use the attached Activity Log to record time spent in any of the following activities; **72 hours of supervision/support are required for ALL interns** each academic semester **(a minimum of two hours each week)**. Interns must also have EL supervision/support and must record an additional **23 hours of support each semester** focused on teaching English Learners **(a minimum of one hour each week)**, except interns who hold a previous teaching credential with an EL Authorization. Please direct any questions regarding EL hours to your University Supervisor.

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**General Supervision/Support (at least 72 hours): ____________**

**Additional EL-Focused Supervision/Support (at least 23 hours): ____________**

*May be applied to the 23 EL hours OR 72 general support hours, but cannot be double counted for both requirements.*

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I attest that the information on this form is true and accurate:

Intern Signature _____________________________ Date _____________________________

Local Support Teacher Signature _____________________________ Date _____________________________

University Supervisor Signature _____________________________ Date _____________________________

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[Activity Log Image]
Activity Log

Please use this log to record the date, hours, and type of activities completed during the semester. Do not use date ranges—enter the activities and hours for each day. Another page may be used if necessary. At the end of the semester this information will be aggregated and verified by the Local Support Teacher and University Supervisor on the Intern Requirement Checklist in the “Support Hours” and “EL hours” columns. Please note that General Hours and EL hours cannot be double counted. Attach this log to the Intern Requirement Checklist.

- 72 hours of supervision/support are required for all interns each academic semester (a minimum of two hours each week).
- All interns must have EL supervision/support and must record an additional 23 hours of support focused on teaching English Learners each semester (a minimum of one hour each week), except candidates who already hold a previous teaching credential (not an Intern Credential) with EL Authorization.
- Please direct any questions regarding EL hours to your University Supervisor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Hours</th>
<th>Support Hours or EL Hours?</th>
<th>Type of Activity Completed</th>
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DUE AT THE END OF EACH SEMESTER ALONG WITH THE INTERN REQUIREMENT CHECKLIST.