



Paid Intern Requirements Checklist

1. Paid Interns complete the same program and meet the same requirements as regular credential students, except that the teaching practica are completed as an employed classroom teacher.
2. Before seeking a Paid Internship, students must meet **all** of the Commission on Teacher Credential (CTC) admission requirements including acceptance to Graduate Studies and to the appropriate credential program, exams, pre-service requirements, and prerequisite courses (see below). **These requirements are determined by the CA Education Code and the CTC; there are no exceptions.**
3. Paid Interns must seek employment and complete the hiring process themselves – the School of Education does not find intern positions. To qualify for a teaching practicum, the student must be hired by the school district as a **Paid Intern**, not as a long-term substitute or on any other authorization.
4. Permission of the Intern Advisor and Director of the School of Education are required when applying for an internship, which must be satisfactory for a teaching practicum experience. It is the student's responsibility to meet with the Intern Advisor to verify that all requirements are met (see below).
5. A paid internship requires an *Intern Credential*, granted by the CTC. Before beginning employment, the Paid Intern is responsible for completing this application process.

Paid Intern pre-qualifications and pre-requisites:

- Hold a bachelor's degree (granted before employment begins);
- Admission to the university Office of Graduate Studies;
- Acceptance into the appropriate credential program;
- Completion of all prerequisite coursework, including 120 pre-service hours;
- Hold English Language Authorization or agree to satisfy annual 45-hour annual requirement during the program;
- Verification of passage of Basic Skills Requirement (e.g. CBEST or CSET Writing Skills);
- Verification of Subject Matter Competence in subject area to be taught (e.g. CSET or waiver);
- Passage of U.S. Constitution course or exam;
- Fingerprint clearance (e.g. Certificate of Clearance);
- Release (written or email) from current Cooperating Teacher, if needed;
- Verification that school district is within the [Chico State Service Area](#);
- Permission of Intern Advisor and School of Education Director (signatures at bottom of this checklist);
- Submission of an original letter of intent to hire from a school district;
- Credential [Request for Recommendation Form](#) and \$25 check made out to CSU, Chico; and
- Submission of a Memorandum of Understanding regarding hiring a distance supervisor, if necessary.

Final requirements before you can receive your Intern Credential and begin teaching:

- Promptly submit and pay for online application for your credential, when requested by the CTC via email.

Requirements during the internship:

- Document number of support hours and submit a record of such to Intern Advisor at the end of every semester during the internship
(<https://www.csuchico.edu/soe/documents/Intern%20Checklist.pdf>);
- Work with the School of Education Program Coordinator to design an academic program plan for completion of the credential program within two years, as determined by the issuance date of the Intern Credential;
- Complete all coursework in the timeframe and class format (e.g. in-person classes, Zoom courses, etc.), as prescribed by individual course instructors;
- Notify the School of Education of any changes in employment during the internship;
- Maintain continuous enrollment in required credential coursework for the duration of the internship, and maintain good standing in the credential program and the University;
- Meet all general credential obligations, as required of non-intern candidates;
- Communicate with school site and district personnel to ensure compliance with all employment requirements and responsibilities;
- Acknowledge that any relevant information regarding job performance and/or academic achievement may be shared between the employer and the School of Education; and
- Promptly complete all necessary paperwork for the internship, including that required by the Commission on Teacher Credentialing.

I have discussed all of the requirements for an internship with the Intern Coordinator. I understand the requirements and my responsibilities. (Please keep a copy of this document for your records.)

Candidate Name	Candidate Signature	Date
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I have advised the above student and will approve the proposed internship if all requirements are met.

School of Education Intern Coordinator Signature	Date
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School of Education Director Signature	Date
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