

# INTERNSHIP Credential Process

Credential Services is the liaison between CSU, Chico credential candidates and the California Commission on Teacher Credentialing (CTC). Credential Services assists credential candidates (you) with the final step in obtaining a California Credential.

**You will receive IMPORTANT information via your Chico State email account from the Credential Services: Rachele Sousa [rrsousa@csuchico.edu](mailto:rrsousa@csuchico.edu)**

***Review your "To Do List" in your student portal and do not ignore information from Rachele Sousa. It could jeopardize your employment.***

## **How do I apply for the Internship Credential?**

*School of Education in Tehama 101 collects the following documents and gives the information to Credential Services to make the recommendation for the Internship Credential;*

- ❖ Credential Services Processing Fee: \$25.00, payable to CSU, Chico
- ❖ Completion of the CSET (California Subject Exam for Teachers) or Subject Matter Competence (SMC) Letter on official letterhead from a CTC approved program. (Credential Services will verify this information).
- ❖ Completion of the Basic Skills (CBEST, CSET Writing, EAP or CSU Placement Exam). (Credential Services will verify this information).
- ❖ U.S. Constitution course is required to receive an INTERNSHIP Credential. The course must be passed with a C- or better. If you received your bachelor's degree from a University of California, it may not have been completed. The CTC requires for a recommendation of an INTERNSHIP Credential that the applicant meet the requirement for the U.S. Constitution.
- ❖ Bachelor's Degree (Credential Services will verify this information).
- ❖ Must be enrolled at CSU, Chico for the semester(s) you are participating in the INTERNSHIP Program. (Credential Services will verify this information).
- ❖ The Internship Packet must be completed with all the signatures.

## **What happens after all documents are turned into Credential Services?**

- ❖ The Credential Analyst will determine if you have met all the requirements for the INTERNSHIP credential. The recommendation for the credential will be electronically submitted to the CTC.
- ❖ You will receive an email from the CTC when your INTERNSHIP credential has been recommended and you will need to finish the process and pay the CTC for the credential. It will take 10 business days for the INTERNSHIP credential to post at the CTC.
- ❖ It is IMPORTANT that you review the credential because it is a legal document and needs to be correct.

## **Additional Information you need to know about the INTERNSHIP credential.**

- ❖ If you quit or leave your assigned internship program call Credential Services immediately.
- ❖ If you change locations of your internship assignment call Credential Services immediately.

Credential Services  
Tehama 209  
(530) 898-6455

## INTERNSHIP CREDENTIAL REQUEST FOR RECOMMENDATION

This form must be completed for each credential recommendation submitted to CTC. Mail or hand-deliver completed original document, service fee and supporting documents to School of Education in Tehama 101.

### I. Student Information

|                           |                           |
|---------------------------|---------------------------|
| Student ID Number _____   |                           |
| First Name _____          | Birthdate _____           |
| Last Name _____           | Phone Number _____        |
| Middle Initial/Name _____ | Valid Email Address _____ |
| Maiden Name(s) _____      |                           |

### II. Credential Information

|                                      |  |  |
|--------------------------------------|--|--|
| Completion of the Credential Program | <input type="checkbox"/> Fall _____ Year               | <input type="checkbox"/> Spring _____ Year     |
| Type of Credential Requesting:       | <b>INTERNSHIP Credential</b>                           |  |
| Please Mark One:                     | <input type="checkbox"/> Mild/Moderate~Ed Specialist   | <input type="checkbox"/> Multiple Subject      |
|                                      | <input type="checkbox"/> Moderate/Severe~Ed Specialist | <input type="checkbox"/> Single Subject: _____ |

### III. Processing Fees

~ Credential Services Processing Fee \$25.00  
 ~ Please submit a personal check/money order made payable to CSU, CHICO or pay at Student Financial Services (SSC 230) and provide the receipt to the School of Education in Tehama 101

*I authorize the Credential Services at CSU, Chico to share information pertaining to my qualifications, status, and/or performance in the credential program and they may share with faculty in the School of Education, California State University, Chico personnel and personnel from other universities, and with school district, county office of education, or other employing agency personnel, including the Commission on Teacher Credentialing, as necessary.*

\_\_\_\_\_  
**Signature** ~ You agree with the information contained on the form and verifies \_\_\_\_\_ **Date**  
 that the information is true to the best of your knowledge.

\*\*\*\*\*

[Office Use] PAID \$ \_\_\_\_\_ Check Number \_\_\_\_\_ / \_\_\_\_\_ Initials \_\_\_\_\_  
 Issue Date of Credential \_\_\_\_\_  
 ELA1 / ELAM / ELAS / ELAE / BCLAD \_\_\_\_\_  
 SMA / Exam \_\_\_\_\_  
 Recommended to CTC \_\_\_\_\_ ERST \_\_\_\_\_  
 First Proof \_\_\_\_\_ Date \_\_\_\_\_  
 Second Proof \_\_\_\_\_ Date \_\_\_\_\_