



# PROGRAM SPONSOR ALERT

Date: April 15, 2010

Number: 10-08

Subject: Intern Programs—Responsibilities if an Intern Delivery Model is Offered by an Institution

## Summary

This alert provides information for all educator preparation programs offered through an intern delivery model. This alert is organized into three sections:

Part I applies to all educator preparation programs that are approved to offer an intern delivery model: multiple subject, single subject, education specialist, preliminary administrative services, and pupil personnel services preparation programs.

Part II applies to multiple subject, single subject, and education specialist teacher preparation programs offered through an intern delivery model.

Part III applies to only multiple subject and single subject teacher preparation programs offered through an intern delivery model.

## Background

The Commission's program standards allow for specified approved programs to be authorized to deliver their programs in an intern model. An intern model allows an individual to complete the preparation program while employed in a public school setting on an intern credential. As a result, intern programs must adhere to additional program standards.

## Part I: All Intern Programs

1. Partnership between the employer and approved program sponsor: Up-to-date Memoranda of Understanding (MOUs) or other agreements must be in place between the approved preparation program and each employer. The signed MOUs will be reviewed by the Commission during accreditation site visits.
2. Supervision and support while serving on an intern document: Supervision and support from both employer and the approved program must be provided on a regular basis. Supervision and support are the responsibility of both the employer and the approved program. When an

individual is serving on an intern credential, the individual is NOT authorized to teach or provide services independently. The intern credential assumes supervision and support from both the employer and the approved program.

3. If a candidate is not making adequate progress from the point of view of either the employer or the approved program, the intern credential must be withdrawn.
4. If a candidate takes a break from participation in the intern program, the approved program must withdraw the intern credential.
5. The program sponsor must notify the Commission's Professional Services Division (PSD) in writing that an individual is no longer in an intern program by completing the "Withdrawal from Intern Program" form which asks for:
  - Full name of credential holder and last four digits of his/her Social Security number;
  - Type of intern program from which the individual has withdrawn (i.e. multiple subject, single subject, special education including specialty area, etc.)
  - Name of intern program sponsor and the individual providing the notification
  - The date the individual is no longer in the Intern program; and
  - The reason the correction is being requested.

Note that this is a change from the information specified in Credential Information Alert 09-08 distributed in June 2009. The change is solely on how the Commission is informed when an individual is no longer in an intern program. Following review by PSD of the information that the individual has withdrawn (or has been dropped) from an intern program for any reason, the Commission's Certification, Assignment and Waivers Division will issue a new document with an expiration date equal to the date supplied by the program sponsor.

An application and full processing fee will be required to reactivate the intern credential if the individual is readmitted to the intern program at a later time, even if the individual is readmitted to the same program with the same employer.

The process is not designed to allow individuals additional time on an intern credential beyond that time frame originally authorized by the document.

6. Program sponsors should notify employer partners when interns withdraw from preparation programs and when intern credentials are invalidated.
7. Program sponsors should not request extensions of intern credentials without the knowledge and concurrence of their employer partners.
8. Program sponsors and employing agencies should advise their candidates concerning the withdrawal and re-admittance policies, as applicable, of their intern programs.
9. When a candidate completes all program requirements, the approved program must recommend the individual for the appropriate preliminary credential.
10. Upon recommendation for the preliminary credential, the program sponsor does not need to send information to have the intern credential invalidated. The preliminary credential will supersede the intern credential.

## Part II: Multiple Subject, Single Subject and Education Specialist Intern Programs

### A. Title II Reporting

The current federal Title II Report requires teacher preparation programs to provide the average number of clock hours of supervised clinical experience that candidates must complete prior to student teaching. For intern programs, approved programs need to report the average number of hours of supervised fieldwork included in pre-service that interns must complete before they enter a classroom using an intern credential.

Once an intern assumes responsibility for a classroom using an intern credential, supervised clinical experience means the hours the intern spends teaching on the intern credential as part of a supervised intern program.

### B. Extensions and Layoffs

1. The authorized length of each intern teaching credential is specified in statute. However, approved programs may be completed in less time than is allowed by statute for the term of the intern credential.

Conversely, intern credentials may be extended for up to one year upon application for an extension to the Commission's Certification, Assignments and Waivers (CAW) Division. Requests for the one-time, one-year extension as specified in Title 5 Regulations may be made at the ending date of an intern credential or at a later date. See the link to CIA 07-11 in the References Section for additional information.

2. Interns who have lost their jobs as a result of layoffs may complete program fieldwork requirements through alternative settings, such as long-term substitute positions, if the approved intern program (and the employer) continues to supervise and support the individual. Upon completion of all program requirements, the program sponsor may recommend for the preliminary teaching credential.

## Part III: MS/SS Early Completion Option (ECO) policies

1. If a program is approved to offer a multiple subject or single subject program in an intern delivery model, the program **must** advise prospective candidates about the Early Completion Option (ECO).

*Sample Advisement Statement:* For qualified candidates, an Early Completion Option (ECO) is available. The Early Completion Option is intended to provide persons who have the requisite skills and knowledge, the opportunity to challenge the coursework of a multiple or single subject intern program and demonstrate pedagogical skills through a performance assessment in an accredited teaching intern program.

2. The approved program may only require ECO candidates to complete coursework related to the TPA and technology. Multiple subject candidates must also pass the Reading Instruction Competency Assessment (RICA).
3. The 120 hour pre-service requirement is not required for ECO candidates as these topics are covered in the Teaching Foundations Exam (TFE).
4. If an ECO candidate does not pass the TPA on the first attempt, he or she must complete the intern program.

5. If the ECO candidate passes the TPA, the approved program must recommend the individual for the appropriate preliminary teaching credential, or continue to provide supervision and support (see #2 above).

## Sources

Teaching Intern Credentials:

Education Code §44450 and the sections following– University Interns

EC §44325 and the sections following – District Interns

EC §44464 -Validity of Internship Credential

Title 5 Section 80055 – University and District Intern Credential Extensions

Early Completion Option:

EC§44468

Services Credentials:

Administrative Services Program Standards: <http://www.ctc.ca.gov/educator-prep/standards/SVC-Admin-Handbook.pdf>

Pupil Personnel Services Program Standards: <http://www.ctc.ca.gov/educator-prep/standards/pps.pdf>

## References

CIA 07-11: Internship Credentials and Teaching Permits

[http://www.ctc.ca.gov/credentials/cig/alerts/2007\\_alerts/0711.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2007_alerts/0711.pdf)

CIA 09-08: University and District Internship Credential Programs (*for information other than how to report individual who is no longer in the intern program*)

[http://www.ctc.ca.gov/credentials/cig/alerts/2009\\_alerts/0908.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2009_alerts/0908.pdf)

Teaching Foundations Examination: [www.ets.org/praxis](http://www.ets.org/praxis)

## Contact Information

Intern Program and Notification of Intern no Longer in Program:

[intern@ctc.ca.gov](mailto:intern@ctc.ca.gov)

Requirements for and Extensions of Intern Credentials:

*Information Services* Telephone – Email - [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)

## Withdrawal from Intern Program – Correction of Intern Credential

Use a separate form for each intern who is no longer in your program

This form is to be used in accordance with CIA 07-11, CIA 09-08, and PSA 10-08 to notify the Commission that an individual has been dropped or has withdrawn from an approved intern teacher preparation program.

Upon notification by a Commission-approved university or district internship program sponsor that an individual has withdrawn (or is dropped) from an internship program for any reason, the Commission will issue a corrected document. The corrected document will include an expiration date equal to the date supplied by the program sponsor. Subsequently, when an applicant's Social Security number and birth date are entered in the Commission's online look-up system, the internship credential will be displayed as an expired document, no longer valid for employment purposes in California's public schools. Expired documents are not displayed via the public lookup system (name search system).

Full name of credential holder			
Last four digits of SSN: XXX-XX-____			
Type of intern program withdrawn from	<input type="checkbox"/> MS	<input type="checkbox"/> SS	Ed Specialist <input type="checkbox"/> m/m <input type="checkbox"/> m/s <input type="checkbox"/> ECSE <input type="checkbox"/> DHH <input type="checkbox"/> PHI <input type="checkbox"/> VI
Date the individual is no longer in the intern program			
Reason individual is no longer in the program			
Have you notified the employer?			
Have you notified the intern?			
Name of intern program sponsor			
Name of person completing form			
Title of person completing form <i>(Only credential analysts or their authorized designees may complete this form)</i>			

Please scan and submit this form as an attachment to an e-mail addressed to [Intern@ctc.ca.gov](mailto:Intern@ctc.ca.gov)

I certify that I am a credential analyst authorized to request changes to credentials issued by the Commission.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



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Full name of credential holder			
Last four digits of SSN: XXX-XX-	_ _ _ _		
Type of intern program withdrawn from	<input type="checkbox"/> MS (TC2)	<input type="checkbox"/> SS (TC1)	Ed Specialist <input type="checkbox"/> M/M <input type="checkbox"/> M/S <input type="checkbox"/> ECSE <input type="checkbox"/> DHH <input type="checkbox"/> PHI <input type="checkbox"/> VI (TC3)
Date the individual is no longer in the intern program			
Reason individual is no longer in the program			
Have you notified the employer?			
Have you notified the intern?			
Name of intern program sponsor			
Name of person completing form			
Title of person completing form <i>(Only credential analysts or their authorized designees may complete this form)</i>			
Date of Submission			

Please submit this form as an attachment to an e-mail addressed to [Intern@ctc.ca.gov](mailto:Intern@ctc.ca.gov)