



CREDENTIAL INFORMATION ALERT

DATE: July 31, 2007

NUMBER: 07-11

SUBJECT: Internship Credentials and Teaching Permits

With the Commission's action to discontinue the issuance of emergency multiple subject, single subject and education specialist permits effective July 1, 2005, greater reliance has been placed on university internship credentials, district internship credentials, provisional internship permits and short-term staff permits by California employers to assign an individual while he/she is completing a Commission-approved teacher preparation program. The purpose of this Credential Information Alert is to address several issues concerning the issuance of such documents.

University and District Internship Credentials

Multiple and single subject university and district internship credentials are issued for two years with the possibility of a one-year extension if supported by a college/university or district internship sponsor with a Commission-approved program. An education specialist *university* internship credential is also issued for two years with the possibility of a one-year extension if supported by the college/university or district internship program sponsor. An education specialist *district* internship credential is issued for three years with the possibility of a one-year appeal if supported by the district internship program sponsor.

The Commission has received many questions from our stakeholders and the public regarding individuals who wish to switch from one type of internship credential to another. A chart has been developed to address the different scenarios that may arise and is available on the Commission's Credential Information Guide (CIG) under the 'Internships' link at <http://www.ctc.ca.gov/credentials/cig/INTERN/intern-chart.pdf>.

Individuals Who Withdraw from Internship Programs

A note is placed in an individual's computer file when notified by a college/university or district internship program sponsor that he/she has withdrawn or been removed from an internship program. An internship credential cannot be invalidated when an individual drops from a program because such an action would mean that the document never existed and would leave the employing agency without a document for the service the individual did provide on the valid document.

When an individual withdraws from an internship program, the college/university or district internship program sponsor must send a letter or e-mail message to the Commission at credentials@ctc.ca.gov with the individual's name, last four digits of his/her Social Security number, date of birth, and the date he/she withdrew from the program. An internship credential will continue to be displayed via the Commission's online look-up system as a valid document after our office is notified that an individual is no longer participating in the internship program. It is the responsibility of the college/university or district internship program sponsor to contact the employer listed on the document to inform them that the person is no longer enrolled in a Commission-approved internship program and should no longer be employed on the basis of the internship credential.

In addition, the college/university or district internship program sponsor must notify the Commission when an individual is re-admitted to a program if the internship credential has not expired as follows:

- **Same program and employer** - a letter or e-mail message notifying the Commission of the date the individual was readmitted to the program is required. The notes on the individual's computer file will be updated.
- **Different college/university or employer** - an added restriction application packet must be submitted. Instructions on how to submit an added restriction application packet are available in the Internship section of the CIG at <http://www.ctc.ca.gov/credentials/cig/INTERN/intern.html#UI>.

Appeal/Extension Application Packets

Effective August 15, 2007, application packets to extend an internship credential for one year must be submitted to the Commission by a college/university or district internship program sponsor agency. The online process cannot be used for appeals per Credential Information Alert 07-03. This is a change from past-practice wherein the Commission accepted appeal application packets from an employer as long as a letter from the college/university or district internship program sponsor was included in the application packet. Internship credentials are only available at the request of an agency with a Commission-approved program; therefore, appeal application packets must also be submitted by a Commission-approved program. Instructions on how to submit an appeal application packet are available in the Internship section of the CIG at <http://www.ctc.ca.gov/credentials/cig/INTERN/intern.html#UI>.

Issuance of Provisional Internship Permits in Relation to Internship Credentials

An individual cannot hold a Provisional Internship Permit (PIP) while he/she holds a valid university or district internship credential. However, an individual who withdraws from a program or who does not complete an internship program may be issued a different type of PIP or a PIP in a different subject area. For example, an individual who held a single subject university internship credential in mathematics and does not qualify for a single subject teaching credential in mathematics may be issued a PIP in English if requested by a California public school employer and all other requirements for the permit are met.

This same individual would not qualify for a PIP in mathematics or special education because he/she has already satisfied the subject-matter competence requirement. Further, an individual who held an education specialist university or district internship credential but did not complete

the program can be issued a multiple subject PIP as long as he/she has not passed the CSET: Multiple Subjects examination and provided all other requirements for the permit are met.

Issuance of Short-Term Staff Permits in Relation to Internship Credentials

An individual cannot hold a Short-Term Staff Permit (STSP) while he/she holds a valid university or district internship credential. In addition, an individual who completes a general education internship program and receives the associated preliminary teaching credential cannot be issued a general education STSP in a different area. The employer can request a limited assignment teaching permit or utilize one of the available assignment local teaching options to cover the general education teaching position.

A STSP can be issued after the expiration of an internship credential to individuals in the following situations:

- 1) Held an internship credential but the college/university or district internship sponsor will not support a one-year appeal request.
- 2) Completed a general education internship program by earning a preliminary or clear credential and needs an education specialist STSP for a special education teaching assignment while seeking enrollment in an education specialist internship program (or vice versa).
- 3) Withdraws from a university or district internship program and needs a STSP in the same or different area for a teaching assignment for one year.

A STSP is not available to an individual who has already been issued a third year appeal on an internship credential or a fourth year on an education specialist district internship credential.

References

All References can be found on the CIG as follows:

Internship to Internship Chart: <http://www.ctc.ca.gov/credentials/cig/INTERN/intern-chart.pdf>

University Internship Credential Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl402a.pdf>

District Internship Credential Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl707b.pdf>

Provisional Internship Permit Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl856.pdf>

Short-Term Staff Permit Leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl858.pdf>

Credential Information Alert 07-03:

http://www.ctc.ca.gov/credentials/cig/alerts/2007_alerts/0703.pdf

Contacts/Questions

Information Services

Telephone - (888) 921-2682 (toll free) or (916) 445-7254 (1:00 to 4:45 pm)

Email - credentials@ctc.ca.gov

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