



CREDENTIAL INFORMATION ALERT

DATE: June 30, 2009

NUMBER: 09-08
Revised April 19, 2010

SUBJECT: University and District Internship Credential Programs

Implementation of the Commission's online look-up system combined with the discontinuation of printed documents has caused concerns related to the online display of internship credentials when an individual withdraws from a program. The purpose of this Credential Information Alert (CIA) is to explain the new process when the Commission is notified that an individual has withdrawn from an internship program. This change is effective July 1, 2009.

Key Provisions

Upon notification by a Commission-approved university or district internship program sponsor that an individual has withdrawn (or is dropped) from an internship program for any reason, the Commission will issue a corrected document.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entered in the Commission's online look-up system, the internship credential will be displayed as an expired document, no longer valid for employment purposes in California's public schools.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 look-up system (name search system).

This process is not designed to allow individuals additional time on an internship credential; it is simply to clarify via the online look-up system when an internship credential is no longer valid for employment purposes. An application and full processing fee (currently \$55.00) will be required to reactivate the internship credential if the individual is readmitted to an internship program at a later time, even if the individual is readmitted to the same program with the same employer.

CIA 07-11, distributed in July 2007, contains information pertaining to the issuance of Short-Term Staff and Provisional Internship Permits in relation to individuals who have been issued internship credentials. A link to CIA 07-11 is provided in the References section below.



Notification for Individuals Who Withdraw from Internship Programs

The program sponsor must notify the Commission's **Professional Services Division** in writing that an individual is no longer in an internship program. Written notification may be in the form of a letter, fax, or email message and must contain the following information:

- Full name of credential holder and last four digits of his/her Social Security number;
- Type of internship program from which the individual has withdrawn (i.e. multiple subject, single subject, special education including specialty area, etc.)
- Name of internship program sponsor and the individual providing the notification; and
- The date the individual is no longer in the internship program.

Please refer to [PSA 10-08](#), dated April 19, 2010

Program sponsors and employing agencies should advise their candidates concerning the withdrawal and readmittance policies, as applicable, of their internship program.

Multiple Subject and Single Subject Internships

Multiple and single subject university and district internship credentials are initially issued for two years and may be issued for a total of three years. The third year is a one-year appeal extension that must be requested by the program sponsor.

An individual who withdraws from an internship program and is readmitted to the same type of internship program within two years from the issue date of the initial internship credential will receive a new document with the new issue date requested by the program sponsor and an expiration date equal to the initial internship credential.

Applications for individuals who withdraw from one type of internship program and are readmitted to a different type of program will be processed as follows:

- Initial internship held for **less** than one year at the time the individual withdrew from the internship program:
 - New internship credential will be issued for two years (individual will need to appeal for any months that remain out of the three years allowed if he/she does not complete the program during the term of the new document).
- Initial internship held for **more** than one year at the time the individual withdrew from the program:
 - New internship will be issued for the remainder of the three-year period (no appeals are available under this scenario).

Refer to the Internship-to-Internship chart available on the Credential Information Guide (CIG) for specific examples related to the examples provided above. A link to the chart is provided in the References section below.

Education Specialist Internships

Education specialist instruction university internship credentials are initially issued for two years and district intern credentials for three years. An individual who withdraws from an internship program and is readmitted to the same type of internship program during the validity period of the initial internship credential will receive a new document with the new issue date requested by the program sponsor and an expiration date equal to the initial internship credential.

The following examples apply only to holders of education specialist internship credentials who switch program types (move from university to district internship or vice versa):

- Initial *university* internship held for **less** than one year at the time the individual withdrew from the program:
 - Education specialist district intern credential will be issued for three years (individual will need to appeal for an extension of any months that remain out of the four years allowed if he/she does not complete the program during the term of the new document).
- Initial *university* internship held for **more** than one year at the time the individual withdrew from the program:
 - Education specialist district intern credential will be issued for remainder of the four-year period (no appeals are available under this scenario).
- Initial *district* intern held for **less** than one year at the time the individual withdrew from the program:
 - Education specialist university internship credential will be issued for two years (individual will need to appeal for any months that remain out of the three years allowed if he/she does not complete the program during the term of the new document).
- Initial *district* intern held for **more** than one year at the time the individual withdrew from the program:
 - Education specialist university internship credential will be issued for the remainder of the three-year period from district intern initial issue date (no appeals are available under this scenario).

Refer to the Internship-to-Internship chart available on the CIG for specific examples related to the examples provided above. A link to the chart is provided in the References section below.

Application Submission

Applications for individuals readmitted to internship programs, including applications for extensions of internship credentials on an appeal basis, must be submitted by mail to the Commission by an approved college/university or district internship program sponsor to ensure proper processing. Only *initial* university or district internship credentials of each type (multiple subject, single subject, or education specialist) may be requested via the Commission's online recommendation system.

Added Authorizations

The procedures outlined in this CIA do not affect applications for added restrictions when the holder of an internship credential changes employers. Commission-approved university and district intern program sponsors may continue to submit applications with ½ the current processing fee when an individual changes employers while still enrolled in an internship program with a valid internship credential.

Important Date

Effective July 1, 2009, all notifications by university or district intern program sponsors regarding an individual who has withdrawn from a university or district intern program will be subject to the provisions outlined in this CIA.

References

The *Internship-to-Internship* chart available on the Credential Information Guide (CIG) at <http://www.ctc.ca.gov/credentials/cig/INTERN/intern-chart.pdf> has been updated to reflect the information provided in this Credential Information Alert.

Credential Information Alert 07-11 – Internship Credentials and Teaching Permits:

http://www.ctc.ca.gov/credentials/cig/alerts/2007_alerts/0711.pdf

Contacts/Questions*Information Services*

Telephone - (888) 921-2682 (toll free) between 12:00 pm and 4:45 pm

Email - credentials@ctc.ca.gov

Fax – (916) 327-3166