



Credential Information Alert

DATE: November 30, 2010

NUMBER: 10-17

SUBJECT: Reactivation of Intern Credentials

Summary:

With the current economic climate in California leading to teacher layoffs, the Commission recognizes that individuals issued intern credentials (university and district) may not be able to complete their programs in two years (or three years for the Education Specialist District Intern Credentials). This Credential Information Alert (CIA) will explain the new procedures Commission staff will follow when a program sponsor requests reactivation of an individual's intern credential.

Key Provisions:

CIA 09-08 distributed in June 2009 explained the procedures for inactivating an intern credential when an individual withdraws from a program and reactivation of the intern credential when the individual is readmitted to the program. This CIA supersedes the reactivation of intern credentials information provided in CIA 09-08. A link to CIA 09-08 may be found in the References section.

The procedures for notifying the Commission that an individual has withdrawn (or been dropped) from a program were updated in Program Sponsor Alert (PSA) 10-08. This CIA does not affect the intern program and credential withdrawal inactivation procedures; it explains only the procedures for reactivation of inactivated intern credentials. Links to PSA 10-08 and the Withdrawal From Intern Program form are provided in the References section.

Intern credentials are initially issued for two years (or three years for special education district interns) with the possibility of a one-year extension. Historically, there was no way to stop the valid time period once the intern document was issued. The new procedures explained in this CIA take effect the day this CIA is distributed and will allow an intern program sponsor to reactivate an intern credential for the remainder of an individual's initial intern period, regardless of the time that has passed since the document was inactivated.

These new procedures do not pertain to individuals employed for the entire term of an intern credential. Individuals holding intern credentials that are not inactivated are entitled to only one one-year extension if supported by an approved program sponsor and employing agency. The one-year extension may be requested by a program sponsor at the time the initial intern credential expires or at a later date.

It is imperative that program sponsors notify the Commission as soon as possible when an individual withdraws from an intern program. Such notification may allow the program sponsor to request

reactivation of an individual's credential at a later date upon reemployment as an intern in California's public schools.

Multiple and Single Subject Interns

An individual who held an intern credential for less than one year before the document is inactivated and is readmitted to an intern program (same or new type, i.e. university to district intern or vice versa) will be issued a document valid for two years. The individual will then be able to apply for an extension of any months that remain out of the three years allowed if supported by the intern program. For example:

An individual who held a Multiple Subject Intern Credential for six months and the document was then inactivated will be issued a document valid for two years when reactivated by an intern program sponsor. This individual will then be able to appeal for a six month extension if the program is not completed during the term of the new intern credential if the extension request is supported by the program sponsor and the employer.

An individual who holds an intern credential for more than one year before the document is inactivated and is readmitted to an intern program (same or new type; i.e. university or district intern or vice versa) will be issued a document valid for the remainder of the initial two-year period plus the one-year extension. For example:

An individual who held a Multiple Subject Intern Credential for one year and eight months and the document was then inactivated will be issued a document valid for one year and four months when reactivated by an intern program sponsor and the employer. No extensions will be available in this situation.

Education Specialist Interns

Education Specialist university intern credentials are initially issued for two years and district intern credentials for three years, with a one-year extension available when supported by a program sponsor and the employer. The procedures outlined above for multiple and single subject intern credentials will be followed for holders of Education Specialist university intern credentials who are readmitted to the *same* type of program in the same or a new specialty area.

Individuals who hold Education Specialist district intern credentials inactivated in less than one year from the issuance date will be issued documents valid for three years when reactivated by a program sponsor and will be able to appeal for any months that remain out of the four years allowed if supported by the program sponsor and the employer. Individuals who hold Education Specialist district intern credentials inactivated after one year will be issued documents valid for the remainder of the initial three-year period plus the one-year extension when reactivated by a program sponsor. No extensions will be available in this situation.

For individuals who switch from one type of Education Specialist intern program to another (i.e. university to district or vice versa), the new program will determine the amount of time on the reactivated credential. The following examples apply to individuals who switch from one type of Education Specialist intern credential to another upon reactivation by a program sponsor:

- Initial *university* intern held for less than one year at the time the document is inactivated:
 - Education Specialist district intern credential will be issued for three years and the individual may apply through the program sponsor for an extension of any months that remain out of the four years allowed if the program is not completed by the expiration date of the reactivated credential.

- Initial *university* intern held for more than one year at the time the document is inactivated:
 - Education Specialist district intern credential will be issued for the remainder of the four-year period (no extensions available in this situation).
- Initial *district* intern held for less than one year at the time the document is inactivated:
 - Education Specialist university intern credential will be issued for two years and the individual may apply through the program sponsor for an extension of any months that remain out of the three years allowed if the program is not completed by the expiration date of the reactivated credential.
- Initial *district* intern held for more than one year at the time the individual withdrew from the program:
 - Education Specialist university intern credential will be issued for the remainder of the three-year period (no extensions available in this situation).

Services Credential Interns

The procedures outlined above for reactivation of multiple and single subject intern credentials also apply to Administrative Services and Pupil Personnel Services Intern Credentials.

Application Submission

Applications for individuals readmitted to intern programs must be submitted by mail to the Commission by a university or district intern program sponsor to ensure proper processing. Only applications for initial university and district intern credentials of each type (i.e. Multiple Subject, Single Subject, or Education Specialist) may be submitted via the Commission's online recommendation system. It is important to check the online look-up system for each intern candidate before submitting an application through the online recommendation system.

Intern-to-Intern Chart

The Intern-to-Intern Chart available on the Credential Information Guide has been updated and now provides information related to individuals who switch from one intern credential type to another (i.e. Multiple Subject to Education Specialist) and those seeking extensions on intern credentials that were not inactivated. A link to the Intern-to-Intern Chart is available in the References Section.

Important Dates:

The provisions of this CIA take effect the date this CIA is distributed.

Background:

Individuals who hold intern credentials must be employed in California's public schools to complete the associated program. When employment is interrupted due to layoffs or personal reasons, an individual is no longer eligible to participate in the intern program and the intern credential must be inactivated. The current economic climate in California may make it impossible for an individual to obtain a new position in California's public schools and/or to be readmitted to an intern program in order to complete the program within two years (or three years for the Education Specialist District Intern Credential) from the issue date of the initial intern credential.

References:

Program Sponsor Alert 10-08: <http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-08.pdf>

Withdrawal From Intern Program form:

<http://www.ctc.ca.gov/educator-prep/forms/Withdrawal-from-Intern-Program.pdf>

Intern-to-Intern Chart: <http://www.ctc.ca.gov/credentials/cig2/files/intern-chart.pdf>

Credential Information Alert 09-08: http://www.ctc.ca.gov/credentials/cig2/alerts/2009_alerts/0908.pdf

Contact Information:

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