



# CREDENTIAL INFORMATION ALERT

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**DATE:**

June 3, 2022

**NUMBER:**

22-04

**SUBJECT: PROVISIONAL INTERNSHIP PERMIT VERIFICATION OF REQUIREMENT UPDATE**

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**Summary:**

The purpose of this Credential Information Alert (CIA) is to inform California public school employing agencies that Provisional Internship Permits (PIP) may be submitted with a completed verification of requirements form, CL-857, in lieu of the recruitment documentation previously required.

**Key Provisions:**

In addition to other requirements such as the public notice and form CL-857, current procedures require submission of documentation verifying that the required recruitment activities have occurred including distributing job announcements, list(s) of contacted college or university placement centers, and any online job postings. While these recruitment activities are still required, applications no longer require the submission of physical copies of these documents. Instead, a complete CL-857 may now serve as official verification from the employing agency that the required recruitment activities were completed. This change in procedure is intended to reduce the number of documents that need to be scanned into the attachments for an online submission and will resolve the issue of missing recruitment that can delay the process of an application.

By submitting a completed and signed form CL-857, local employing agencies (LEAs) are attesting to the completion of the required recruitment activities. LEAs should retain physical copies of all recruitment documentation on file in case of audit. The Commission reserves the right to request physical copies of recruitment documentation during the processing of any application.

The Commission highly encourages LEAs to submit online recommendations for the PIP. Interested parties that do not have the ability to submit online recommendations for PIP will need to submit a request to have access granted, as detailed below.

**Adding PIP to CTC Online:**

Charter schools, districts, and county offices who already have access to CTC Online and wish to submit PIPs will need to submit form CL-897 to request access. The form must be submitted by an Authorized Designee. Once processed, an email response will be sent to confirm that the access has been updated and submission can begin.

Charter schools, districts, and county offices who currently do not submit through CTC Online and wish to gain access for the first time will need to have their Appointing Authority submit form CL-896. This form establishes the Authorized Designee(s) for the office. Once established, an Authorized Designee would submit form CL-897 to establish the Authorized Submitters and their level of access.

All necessary forms can be found on the CIG under the [CTC Online – Processing Recommendations section](#).

**Sources:**

5 California Code of Regulations §80021.1

**References:**

Verification of Requirements for the Provisional Internship Permit, CL-857

[https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl857.pdf?sfvrsn=743825ac\\_6](https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl857.pdf?sfvrsn=743825ac_6)

Information Leaflet for Provisional Internship Permits, CL-856

[https://www.ctc.ca.gov/docs/default-source/leaflets/cl856.pdf?sfvrsn=eef11aaf\\_0](https://www.ctc.ca.gov/docs/default-source/leaflets/cl856.pdf?sfvrsn=eef11aaf_0)

CTC Online Information Processing Recommendations Section:

<https://www.ctc.ca.gov/credentials/cig2/ctc-online>

**Contact Information:**

Questions concerning adding or modifying access to CTC Online should be directed to [ctconline@ctc.ca.gov](mailto:ctconline@ctc.ca.gov). Credential questions can be directed to the Commission's Information Services Unit at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).