

INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION ADMINISTRATIVE SERVICES (INTERNSHIP)

The submission of the Application for Credential Recommendation (includes all required documentation) initiates a program evaluation and the formal credential recommendation by a Credential Analyst to the Commission on Teacher Credentialing (C.T.C.). Due to Credential Processing working from a remote location, applications may be submitted via email to credrec@csusb.edu. Please note that all candidates must be officially and unconditionally admitted to the University and to the appropriate credential program) in order to be formally recommended for the credential by CSUSB.

The recommended credential issuance date for Internship credentials will be the beginning date the employing school district/agency specifies on the Internship Employment Contract/letter. The results of the program evaluation will be sent to the e-mail address provided on the Application for Credential Recommendation within approximately 5 - 10 business days from the submission date of the complete application.

REQUIRED DOCUMENTATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is at the Jim and Judy Watson, College of Education Student Services prior to or at the time of submission of the Application for Credential Recommendation.

APPLICATION FOR CREDENTIAL RECOMMENDATION: All applicants must complete sections 1, 2, and 3 (signature required). Incomplete applications and forms will be returned to the applicant for completion and resubmission.

PROCESSING FEE: All applicants are required to submit confirmation of payment of the *\$25 CSUSB non-refundable processing fee. Please see the Fee Receipt for processing fee payment instructions.

BASIC SKILLS REQUIREMENT: All applicants must have submitted verification of successful completion of the Basic Skills Requirement to the Jim and Judy Watson COE Student Services.

COLLEGE/UNIVERSITY TRANSCRIPTS: All applicants that have completed any of the program coursework at another institution are required to submit the updated official transcript(s) and verification of the approved equivalency via a Request for Course Substitution or program plan approved and signed by the Program Coordinator.

VERIFICATION OF TEACHING EXPERIENCE: All applicants are required to submit verification of at least five (5) years of successful full-time teaching or service experience from the personnel office (with wet signature or email directly sent to credrec@csusb.edu). NOTE: Full-time experience is defined to be a minimum of four hours per day, five days a week, for 75% of a school year. Substitute or part-time service does not apply.

INTERNSHIP EMPLOYMENT CONTRACT: Internship applicants are required to submit a copy of the Internship Employment Contract/letter from the personnel office (with wet signature or email directly sent to credrec@csusb.edu) of the employing school district/agency indicating the specialized area and the beginning date of employment as an intern (month/day/year). NOTE: The employing school district/agency is required to have a University-District contract referred to as a Learning Site Agreement (LSA) on file with the Program Coordinator.

VERIFICATION FROM PROGRAM COORDINATOR: Internship applicants are required to submit verification (via email or letter) from the Program Coordinator to confirm the candidate's internship eligibility status; beginning date of service (month/day/year), and support and mentoring will be provided.

PROGRAM PLAN: All applicants are required to have a current Program Plan completed and signed by the Program Coordinator.

PREREQUISITE CREDENTIAL: All applicants are required to hold a valid California Clear or Life basic/services credential (excludes Emergency, Short-Term Staff and Provisional Internship Permits) OR Clear or Life Designated Subjects credential (requiring a bachelor's degree). NOTE: The validity of the prerequisite credential will be verified by the Credential Analyst via the C.T.C. website.

**Fee subject to change.*

APPLICATION FOR CREDENTIAL RECOMMENDATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is on file at the Jim and Judy Watson College of Education Student Services Office prior to or at the time of submitting the Application for Credential Recommendation. *NOTE: To complete this form, download and/or print the pdf document.*

1. PERSONAL INFORMATION

Student Identification Number: _____

Applicant's Name: _____
First Middle Last

All Former Name(s): _____

Address: _____
Number and Street City State Zip Code

Home/Cell Phone: _____ Work Phone: _____

Email Address (MyCoyote or Personal): _____

2. CREDENTIAL INFORMATION

CREDENTIAL TYPE: ADMINISTRATIVE SERVICES

CREDENTIAL TERM: INTERNSHIP

List all program coursework for which you are currently enrolled, if applicable (Example: EDUC 603, EDUC 631):

3. TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

I, the aforementioned, authorize Credential Processing to order and/or submit my transcript(s), if applicable to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of the application, I am required to follow through with C.T.C.'s online application no later than 90 days after the credential recommendation date. Non-compliance will result in having to reprocess an Application for Credential Recommendation with the appropriate fees. I hereby certify under the penalty of perjury that all the required documentation and foregoing information submitted for this application are true and correct.

Applicant's signature: _____ Date: _____

FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the \$25 non-refundable processing fee via one of the methods below.

NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

IN PERSON

Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). **Due to the current COVID-19 situation, the pay in-person option is not available.**

ON-LINE (MyCoyote Account)

Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/>
- Select Student Center
- Select Make a Payment under the Finances Section
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select College of Education Student Services (right menu)
- Select Credential Service Fee
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment

ON-LINE (Without MyCoyote Account)

Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Go to the Campus eMarket page at <https://commerce.cashnet.com/eCampus>
- Select College of Education Student Services
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment