



CHECKLIST FOR ADMINISTRATIVE SERVICES INTERNSHIP CREDENTIAL APPLICATION

Please use this checklist to verify that your credential application is complete, then **SUBMIT ALL ITEMS TO THE CREDENTIAL ANALYST OFFICE**, by email to credentials@csus.edu, mail or to **EUREKA 414**. The Credential Analyst will initiate the online process once your application materials are received and evaluated in our office.

- _____ 1. Update to your preferred email address on your My Sac State and on the CTC Website. Go to the CTC website at <http://www.ctc.ca.gov/>. Then click on the "Educator Login" button. If you have not done so already, you will need to create a User ID and Password before you can update your email address.
- _____ 2. The "Credential Request Form" is completed.
- _____ 3. Program planning sheet is properly filled in and signed by your faculty advisor.
- _____ 4. Possession of valid Clear California teaching or services credential.
- _____ 5. Verification of 5 years full time experience (teaching or service): Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.
- _____ 6. The "Intern Position Information" form is signed by your employer.
- _____ 7. Agreement Waiver (Student Consent for Release of Records for Student Placement) form is completed and attached.
- _____ 8. Your credential fee will be paid online with a credit or debit card once you receive your first email.

You will receive a series of 3 emails; the first one directs you to a secure CTC website to pay and complete the Professional Fitness questions and Oath & Affidavit. The 3rd email will let you know your credential has been granted. Your credential will be granted in approximately 5-10 days from the time you pay online. Credentials are virtual and viewable online.

If you have any questions regarding the application process, please call the Credential Analysts Office at (916) 278-4567 or email us at credentials@csus.edu.

OUR MAILING ADDRESS: **CSUS Credentials Office**
 College of Education, Eureka 414
 6000 J Street
 Sacramento, CA 95819-6079

By signing below, I certify that I have read this Release of Records form and understand its meaning and purpose.

Signature of Student

Date

Name of Student (Printed)

Nature of Placement (e.g. student intern, student teacher intern, student teacher):

Dates of Placement:

Name and Address of HOST Institution:

Name and Title of Designated Individual at HOST Institution to Request Record:

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