



California State University, Sacramento
College of Education, Teaching Credentials
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Applicant- Ed Specialist Intern Process, Rev. 7/10/25

Applicant Info: Process for Education Specialist Candidates Applying to be an Intern in their 1st Semester

According to the approved [Teaching Credentials Intern Guidelines](#):

“Sacramento State, in agreement with the California Commission on Teacher Credentialing (CTC), offers an intern credential that allows teaching credential candidates enrolled in a traditional credential program to be employed as the teacher of record while completing the relevant credential program when the following conditions are met:

- Are in their final semester for Multiple and Single Subject programs; are in the summer of the 1- year or in their second year of the 2-year pathway for Education Specialist programs
- Have completed a minimum of 120-hours of preservice preparation (in our credential program) that provides candidates with the opportunity to develop requisite knowledge and skills prior to entering the classroom as the teacher of record.
- Have met all eligibility requirements for the intern credential as outlined below.

If a candidate meets these criteria, then they may proceed with Sacramento State’s Teaching credential intern application process.”

* in unique circumstances such as when an applicant is working as the teacher of record in the credential area for which they applied to Sac State’s Education Specialist credential programs but has exhausted all emergency permits offered by the district, upon admission, Sac State can approve candidates for their intern credential in their first semester, at the start of their district’s next school year. These guidelines are used to support the process.

What are the intern eligibility requirements for first semester Education Specialists?

ALL requirements must be met before proceeding through the intern application process:

- 1) Application submitted to the education specialist credential program for the same credential for which they intend to be an intern in the fall.
- 2) Cal State Apply Application materials are complete including:
 - a. Field Experience table: must have experience with students in the age group of the credential for which you applied
 - b. Supplemental Materials: [Subject Matter Competency \(SMC\)](#) MUST be met by ESN and MMSN applicants before their first Fall semester begins.
 - c. Academic Record: Must complete pre-requisite courses before or during summer
 - i. MMSN: EDUC 100A/B, EDUC 170, PUBH 136
 - ii. ESN: EDUC 100A/B, EDUC 170
 - iii. ECSE: EDUC 100A/B, EDUC 170, CHAD 30 (or any child development course)
 - iv. ECSE-AA: n/a
 - d. Essay
 - e. Certificate of Clearance
 - f. Unofficial Transcripts: must have a bachelors degree and be in good standing
 - g. Two References
 - h. Group interview



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- 3) Admitted to the upcoming Summer plus 1-year or Fall 2-year pathway education specialist credential program; and applicant submits both enrollment surveys to confirm enrollment.
- 4) Submits resume highlighting relevant job experience, credentials, professional development/learning experiences, and prior supervised fieldwork.
- 5) [U.S. Constitution Requirement met](#) (for example, test or course)
- 6) Enrolled in (and pass) 2 program summer courses (all programs except ECSE-AA):
 - a. EDSP 119
 - b. EDSP 217
- 7) Teaching at a school/program site/campus where both students with and without disabilities are educated. The school cannot be a segregated center with only SDC programs or a non-public school (NPS) where there are no students without disabilities on the campus. This will ensure a range of fieldwork experiences across general and special education settings per the California Commission on Teacher Credentialing (CTC) 2022 Teacher Performance Expectation (TPE) requirements (see [CTC's Letter to Employers of Education Specialist Interns](#).)
- 8) A 1-page single spaced letter to the faculty requesting approval to be an intern. The letter should include why they feel ready to take on the responsibilities of an internship and evidence to support their request (e.g., comments from their supervisor evaluations, comments from their mentor on fieldwork performance, organization skills, participation in professional learning experiences, participation in IFSP/IEP meetings, course artifacts that have prepared them to be the teacher of record, work experiences, etc.). If applicable, address any challenges faced and how they worked to address such concerns. Candidates submit their letter to their Field Coordinator in the Initial Advisement Meeting Request survey below.

What is the process for applying to be an intern in my first semester of the Education Specialist credential program at Sacramento State?

1. **For applicants interested in requesting to be an intern in their first semester, submit a request for an Initial Advisement Meeting.** Please submit this [Incoming Intern Advisement Request survey](#) so that we may schedule your initial advisement meeting with your program advisor.
2. **Initial Advisement meeting.** Your program advisor will review your survey information then meet with you to discuss the credential program, internship process, your eligibility, and next steps.
3. Upon admission to a Sac State education specialist credential program, the remaining steps follow the [Teaching Credentials Intern Guidelines](#). See the guidelines for further details on the internship application process and expectations.

NOTE: The earliest issuance date of the Internship will be the first day of Fall Semester (e.g., Fall 2025: August 25th, 2025). Due to verification of completion of summer classes and other qualifications, this date (e.g., August 25th for Fall 2025 cohorts) is the earliest date that may be issued. If your employment starts before this date you may need to begin the school year on a Substitute permit or some other district option.