**Guidelines for Education Specialist (EDSP) Intern Credentials**

*Criteria for Approval of and Guidelines for the Intern Credential for Candidates in the following traditional Education Specialist Teacher Preparation Programs at Sacramento State University:*

Mild to Moderate Education Specialist

Moderate to Severe Education Specialist

Early Childhood Special Education Specialist

Sacramento State, in agreement with the California Commission on Teacher Credentialing (CTC), offers an intern credential that allows education specialist candidates enrolled in a traditional credential program (i.e., not an Intern Program) to be employed as the teacher of record while completing the relevant Education Specialist credential program. Candidates complete the intern credential in lieu of a traditional student teaching experience when the candidate is able to secure full time employment in the district as an intern while enrolled in courses within their credential program. During the semester(s) the candidate is enrolled as an intern, two assigned mentors provide weekly supervision support and guidance: a District Support Provider and a University Supervisor. Upon receiving an offer of an intern position or when interested in seeking a full-time teaching position in the district or program, candidates should review the eligibility requirements below as well as follow the application procedures for an intern credential on page 2 of this document. Once the candidate has been approved for the intern credential, the guidelines during the internship must be followed (see page 3) to remain in good standing and to ensure receipt of the credential at the end of the program. For more information about the CTC intern credential guidelines, click [here](https://www.ctc.ca.gov/docs/default-source/leaflets/cl707b.pdf?sfvrsn=e0d3a84d_2).

**ELIGIBILITY REQUIREMENTS**

**FOR CANDIDATES SEEKING AN INTERN CREDENTIAL RECOMMENDATION**

|  |  |
| --- | --- |
| **Program***Candidates must meet requirements for all programs AND their specific program* | **Requirements***\*Required courses listed below must be completed prior to or taken concurrently during the first semester enrolled as an intern (they cannot be taken during later semesters)**\*Candidate must earn a grade of “B” or better in all required courses* |
| **All Programs***Must be completed prior to beginning intern credential* | * [Basics skills requirements met](https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_32) (for example, CBEST)
* [Valid Certificate of Clearance](https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=b6bd8b52_2) (through CCTC)
* [U.S. Constitution Requirement met](https://www.csus.edu/college/education/teaching-credentials/_internal/_documents/us-const-options-20170516.pdf) (for example, test or course)
* [Subject Matter Competency Requirement met](https://www.ctc.ca.gov/docs/default-source/credentials/creds/special-ed-subject-matter-competence.pdf) (Mild-Mod & Mod-Severe only)
 |
| **Mild-Moderate***No MS-ELA or SS-ELA credential held* | EDUC 170, EDUC 100A/B, EDSP 119, EDSP 220, EDSP 229, EDSP 232, EDSP 221, successful completion of university supervision on a Field Experience: EDSP 471 (or 420A or equivalent- PLA must be on file) with exemplary ratings from university supervisor |
| **Moderate-Severe***No MS-ELA or SS-ELA credential held* | EDUC 170, 100A/B, EDSP 119, EDSP 216, EDSP 206, EDSP 209, EDSP 220, EDSP 221, EDSP 235, EDSP 414 (or equivalent- PLA must be on file) |
| **ECSE***No MS-ELA or SS-ELA credential held* | CHDV 30, EDUC 170, 100A/B, EDSP 216, EDSP 119, EDSP 201, EDSP 209, and CHDV 150A/B (for candidates beginning the program Fall 2019 and after) |

**Resources:**

CSUS Credential forms: <https://www.csus.edu/college/education/teaching-credentials/current-students.html>

CTC District Intern Credentials: [www.ctc.ca.gov/docs/default-source/leaflets/cl707b.pdf?sfvrsn=e0d3a84d\_2](http://www.ctc.ca.gov/docs/default-source/leaflets/cl707b.pdf?sfvrsn=e0d3a84d_2)

US Constitution: <https://www.csus.edu/college/education/teaching-credentials/_internal/_documents/us-const-options-20170516.pdf>

CTC Basic Skills Requirement: [www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60\_32](http://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_32)

CTC Valid Certificate of Clearance: [www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=b6bd8b52\_2](http://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=b6bd8b52_2)

**APPLICATION PROCEDURES**

**FOR CANDIDATES APPLYING FOR AN INTERN CREDENTIAL**

*The following steps must be followed by the teacher candidate seeking an intern credential (to replace the student teaching experience). This should occur ideally the semester before the candidate is interested in being an intern (before faculty leave for winter or summer break).*

1. Candidate interested in an intern position or approached by the district about an intern position contacts his/her Faculty Advisor (same as Academic Program Advisor) to arrange a meeting to review eligibility prior to engaging in any discussions with an employer about an intern position or to consult about the intern opportunity presented by the district. The Faculty Advisor works with the Credential Analyst to review the candidate’s record to determine intern eligibility based on requirements indicated in the table above.
2. If eligibility requirements are met, the Faculty Advisor presents the candidate’s case to the special education program faculty at the upcoming area group meeting for program-level approval. Once eligibility is established and the candidate has been approved by the special education faculty, the Program Coordinator will inform the Credential Analyst of the candidate’s approval.
3. The Credential Analyst will confirm or establish an active MOU with the employer.
4. ***Intern Eligibility Letter and Application Process***. The Credential Analyst emails the candidate (the Program Coordinator is cc’d) the *Intern Eligibility letter* and Intern Application materials. The *Intern Eligibility Letter* can be used when seeking a district position. The candidate completes the application and submits to the Credential Analyst (and Program Coordinator) as soon as possible.

The **Intern Application** materials include the following documents:

* 1. *Intern Position Information Form* (see Appendix for sample form). The candidate will contact the district representative (e.g., Human Resources) to identify the District Support Provider for the relevant information needed to complete the form.
	2. *Intern Advisement Program Plan* (revised program specific Advisement Program Plan to reflect Intern Credential). The candidate meets with his/her Faculty Advisor, if necessary, to revise his/her advisement program plan and complete the intern application forms including making any necessary changes to: number of courses taken each semester and university supervision schedule (if applicable).
1. ***CTC Recommendation for Intern Credential*.** Once the application has been received and approved by the Credential Analyst, the Credential Analyst submits the candidate’s recommendation to CTC for the Intern Permit Credential. The candidate will receive an email from the CTC confirming the application and guidelines for paying the appropriate CTC Intern Credential fee (good for up to 2 years). Once paid, it takes 5-10 business days for the CTC to approve the candidate’s Intern Credential and post on the CTC website. The candidate may contact the Credential Analyst with questions about this process.

NOTE: Before an Intern Credential can be issued, ALL of the following must be met:

1. *Eligibility requirements met*
2. *Special education faculty approval of the candidate for internship and Credential Analyst notified of approval*
3. *Active MOU status with the school district is confirmed by the Credential Analyst*
4. *Candidate’s submission of all Intern Application materials*
5. *Credential Analyst emails candidate’s recommendation for Intern Credential to CTC. Candidate receives CTC email & follows guidelines for fee payment*

**INTERN GUIDELINES**

**FOR CANDIDATES COMPLETING THE PROGRAM WITH AN INTERN CREDENTIAL**

**Guidelines for the Internship are as follows:**

1. **Program Coursework**. Candidate continues to take coursework in the Sac State credential program.
2. **Monthly Intern Supervision and Support Calendar.** At the beginning of each month in the semester as an intern, the candidate communicates with both the University Supervisor from Sacramento State and the District Support Provider to agree on a weekly supervision schedule for the month. The calendar is updated throughout the month to reflect any changes to the supervision plan. To maintain status as an intern, the candidate is responsible at the end of each month in the semester (5 times) for emailing a copy of the MONTHLY Intern Supervision and Support Calendar to the Credential Analyst (cc’ing the program coordinator). The Credential Analyst will upload it to the candidate’s eFile. See the template and sample in the Appendix below (also available on the [Teaching Credentials resources website](https://www.csus.edu/college/education/teaching-credentials/current-students.html)).
3. **Supervision.** Implementation of the existing requirements for intern supervision by University Supervisor and District Support Provider as follows:
	1. weekly contact with the intern AND
	2. a minimum of 12 formal observations within the 15-week semester (University Supervisor)
	3. on-going communication and support to the intern through email, phone calls, online (e.g. Zoom) and face to face meetings to provide feedback on lesson plans, assistance with problem solving and troubleshooting, access to resources, and other supports.
	4. When concerns about the candidate’s performance and/or professionalism warrant, additional meetings, communications, and written *Statement of Concern/Performance Contract* (see document on the [Teaching Credentials resources website](https://www.csus.edu/college/education/teaching-credentials/current-students.html) under Other Forms and Petitions).
4. **Meetings and Evaluations**. University Supervisor in collaboration with District Support Provider (when possible) and candidate meet 3 times (could be combined with observation visits) at the beginning, mid-point, and end of the semester to complete plans and evaluations. University Supervisor uses feedback from candidate and District Support Provider to formally submit in Taskstream one mid-term evaluation and one final evaluation per semester (NOTE: candidate must have an up to date subscription to Taskstream during all semesters enrolled as an intern).
	1. **Initial meeting**: discuss the candidate’s goals for the semester and create an informal action plan and calendar for the semester.
	2. **Mid-term meeting**: discuss progress and submit mid-term evaluation in Taskstream.
	3. **Final meeting**: discuss progress and submit final evaluation in Taskstream.
5. **Additional requirements**.
	1. District Support Provider provides evaluative information to school administrator as required.
	2. Sac State Field Placement/Program Coordinator consults with the Faculty Advisor, University Supervisor and candidate to maintain open lines of communication and support.
	3. At the end of the semester, University Supervisor submits completed *Teacher Candidate Evaluation Signature Page* and *Visitation/Observation Log* to Eureka 401 (see the documents on the [Teaching Credentials resources website](https://www.csus.edu/college/education/teaching-credentials/current-students.html)).

*CALIFORNIA STATE UNIVERSITY, SACRAMENTO*

*Credentials Office EUREKA HALL 414 -- (916) 278-4567*

***INTERN POSITION INFORMATION***

*\*Intern Application Document*

**NOTE: Completed form must be submitted to the Credential Analyst and Program Coordinator with the candidate’s Intern Advisement Program Plan. Documents may be submitted in person, mailed, faxed, or emailed. All documents will be uploaded to the candidate’s eFile.**

## NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TITLE OF POSITION YOU WILL BE SERVING IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***NAME OF EMPLOYING DISTRICT OR AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***COUNTY OF EMPLOYING DISTRICT OR AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***ASSIGNED DISTRICT MENTOR (Support Provider):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(to be completed by employer)***

* The Mentor holds a Clear/Life Credential – YES NO
* The Mentor has 3 years or more teaching experience – YES NO
* The Mentor holds an EL Authorization – YES NO
* The Mentor is available to provide at least one hour of weekly mentoring and supervision to intern teacher and to communicate on a regular basis with program sponsor faculty –

YES NO

## BEGINNING DATE OF SERVICE IN THIS POSITION:

***Signature of Employer:***

***Title:***

*NOTE: The internship credential is dated the day your application is received in the Credentials Office at CSU Sacramento, OR the beginning date of service, whichever date is the latest.*

MONTHLY Supervision and Support Calendar for Sacramento State Interns

*\*Intern Guidelines Document*

*Note: Candidate emails at the end of each month of the internship a completed monthly calendar indicating support (observations, meetings, communication) provided by University Supervisor AND District Support Provider.* ***TIP****: Develop the plan at the beginning of each month and revise it based on changes that month. Save as a new document with the following naming convention: MONTH-YEAR\_PROGRAM-INTERN\_LastName (e.g., 10-2018\_ECSE-INTERN\_May)*

|  |
| --- |
| Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start & Finish Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |
| *University Supervisor*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *District Support Provider*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *University Advisor*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KEY: Supervision times in regular font, Supervision with an EL focus in *italics*, Support sessions in **bold,** US= University Supervisor (and in green), DS=District Supervisor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
| One |  |  |  |  |  |
| Two |  |  |  |  |  |
| Three |  |  |  |  |  |
| Four |  |  |  |  |  |

\_\_\_ Check here to confirm that the supervision/mentoring/support hours for this month conform to CTC regulations:

* Full academic year schedule: 144 hours scheduled, with at least 2 hours per week for general support, mentoring, and supervision. Less than a full academic year: total number of hours of support must equal 4 hours X the number of instructional weeks remaining in the year with at least 2 hours of support/supervision provided every 5 days. FOR THIS CANDIDATE, TOTAL HOURS = \_\_\_\_x \_\_\_\_\_ = \_\_\_\_\_\_ hours
* Additional support for teaching English learners: 45 hours for a full academic year OR 5 hours X the number of months remaining in the school year. FOR THIS CANDIDATE, TOTAL HOURS = \_\_ X \_\_ = \_\_\_ hours

**--------------SAMPLE----------------**

MONTHLY Supervision and Support Calendar for Sacramento State Interns

*\*Intern Guidelines Document*

*Note: Candidate emails at the end of each month of the internship a completed monthly calendar indicating support (observations, meetings, communication) provided by University Supervisor AND District Support Provider.* ***TIP****: Develop the plan at the beginning of each month and revise it based on changes that month. Save as a new document with the following naming convention: MONTH-YEAR\_PROGRAM-INTERN\_LastName (e.g., 10-2018\_ECSE-INTERN\_May)*

|  |
| --- |
| Intern Name: Ima Teacher Start & Finish Dates: 2/6 – 6/6/14/18 |
| District: City USD School: Red School  |  |
| *University Supervisor*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *District Support Provider*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *University Advisor*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Month: February 2018

KEY: Supervision times in regular font, Supervision with an EL focus in *italics*, Support sessions in **bold,** US= University Supervisor (and in green), DS=District Support Provider

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday |
| One | *DS & US observe ELD time* (12:30-1 p)DS & US observe Math block (1-1:55 p)***Support/debrief with DS & US F2F (3:10-4:10 p)*** |  | EDSP339: Seminar (4:00 – 6:00 pm)***6:00 – 7:00 pm: Support session with US – review upcoming lessons, issues, questions*** |  | **Standing weekly phone conference with US and DS to plan for next week, will address general and EL questions** |
| Two |  | *DS observes Literacy* (10:30 – 11:30 am)DS observes Math block (1:00 – 1:55 p)***Support/debrief with DS F2F (3:10-4:10 p)*** | *US observes Literacy (10:30 – 11:30 am) and Math block (1:00 – 1:55 pm)****Support/debrief with US F2F (3:10 – 4:10 p)*** |  | **Standing weekly phone conference (see above)**  |
| Three |  |  | EDSP339: Seminar (4:00 – 6:00 pm) & US support session, repeats each Wednesday | DS & US observe Literacy (10:30-11:30 a)*DS & US observe Math block* (1:00 – 1:55 pm)***Support/debrief with DS & US F2F (3:10-4:10 p)*** | **Standing weekly phone conference with US and DS, include program advisor** |
| Four | *DS & US observe ELD time* (12:30-1 p)DS & US observe Math block (1-1:55 p)***Support/debrief with DS & US F2F (3:10-4:10 p)*** |  | EDSP339: Seminar (4:00 – 6:00 pm)***6-7 p: Support session with US- review upcoming lessons, issues, questions***  |  | **Standing weekly phone conference with US and DS to plan for next week, will address general and EL questions** |

XX\_\_\_ Check here to confirm that the supervision/mentoring/support hours for this month conform to CTC regulations:

* Full academic year schedule: 144 hours scheduled, with at least 2 hours per week for general support, mentoring, and supervision. Less than a full academic year: total number of hours of support must equal 4 hours X the number of instructional weeks remaining in the year with at least 2 hours of support/supervision provided every 5 days. FOR THIS CANDIDATE, TOTAL HOURS = 16 x 4 = 64 hours
* Additional support for teaching English learners: 45 hours for a full academic year OR 5 hours X the number of months remaining in the school year. FOR THIS CANDIDATE, TOTAL HOURS = 5 X 5 = 25 hours