***CEHHS Student Services***

*333. S. Twin Oaks Valley Road*

*San Marcos, CA 92096-0001 USA*

*760-750-4277 / 760-750-3539 (fax)*

[*www.csusm.edu/cehhs/studentservices/*](http://www.csusm.edu/cehhs/studentservices/)

**SCHOOL OF EDUCATION**

**Education Specialist and Single Subject Internship Credential**

**OVERVIEW OF THE ON-LINE RECOMMENDATION PROCESS**

Congratulations on your offer of employment! You will need to gather a few items in order to be recommended for an internship credential.

1. We will need proof of your employment offer. The employer must be an internship partner with the CSUSM School of Education (SOE) and have a current, valid contract on file. Please have the district Personnel or Human Resources office write a letter on district letterhead confirming their intent to hire, and the assignment start date and type. A copy of the contract is not acceptable.
2. Fill out the attached application for the Internship credential, and on it note the type of credential you seek (i.e. Education Specialist or Single Subject). Submit the form to CEHHS Student Services Office in University Hall 221. There is a $25.00 processing fee. Please download to the Credential Evaluation Processing Fee payment form located at: <http://www.csusm.edu/cehhs/studentservices/graduate/credfinish.html>
3. If eligible, we will recommend you for the Internship credential. Once you are recommended, the California Commission on Teacher Credentialing (CTC) will contact you via email. Please follow the instructions provided by the CTC in the email to complete the recommendation process. The CTC charges a credential document fee which can be paid using MasterCard or Visa.
4. **Intern Eligibility Applicants:** If you have not received an offer of employment but you are requesting an evaluation to determine your eligibility for the Internship, please complete the attached application form making sure to check the “Verification of Eligibility” box on page 2 of the application, pay evaluation fee, and submit paperwork to the CEHHS Student Services Office in UNIV 221. You will not be recommended for a credential but you will be evaluated by a credential analyst and notified of your status. The evaluation you receive may be used to verify your internship eligibility to prospective employers.
5. **SINGLE SUBJECT CANDIDATES ONLY**: Please read and sign the attached Early Completion Option form (page 3). Some districts do not allow participation in the Early Completion Option; however, the CTC requires that you be aware of the information and details of the option.

**CREDENTIAL EVALUATION APPLICATION & ON-LINE RECOMMENDATION REQUEST**

**For Education Specialist Internship, Single Subject Internship  
or Verification of Internship Eligibility (Single Subject Only)**

**$25.00 Credential Recommendation Fee**

(Refer to Credential Evaluation Fee Payment Form for payment information)

***INSTRUCTIONS:*** Form is fill-in enabled. Download copy to your own computer, open and complete form using computer’s tab key to navigate from field to field.  
If filling out by hand, please print.

SS#:       CSUSM Student ID#:       Date of Birth:

Legal Name:                   (       )

(as it will appear on credential) Last First Middle Former/Maiden

              

Street addressor P.O. Box City State Zip

Home Ph.:       Cell Ph.:       Work Ph.:

***\*Due to problems associated with district firewalls, please use email addresses other than your district email.***

Current email address**\***:

Alternate email address:**\***

**Permanent/Credential Mailing Information:**

Street addressor P.O. Box City State Zip

**PLEASE SIGN, DATE AND RETURN COMPLETED APPLICATION TO:**

CEHHS Student Services

Teacher Credentialing - UNIV 221

CSU San Marcos

San Marcos, CA 92096-0001

I authorize CSUSM to release information concerning my credential application to appropriate inquiring school districts and offices and to forward my credential application and supporting materials to the California Commission on Teacher Credentialing for issuance of the credential I have requested.

Signature: Date:

Name:       Social Security No.

**Request is for the following credentials and/or authorizations: (Check One)**

Education Specialist - Mild/Moderate

Education Specialist - Moderate/Severe

Education Specialist - Mild/Moderate and Moderate/Severe

Single Subject - Mathematics

Single Subject - Foundational Mathematics

Single Subject Science - Biological Sciences

Single Subject Science - Geosciences

Single Subject Science - Chemistry

Single Subject Science - Physics

Single Subject - English

Single Subject - Physical Education

Single Subject - Social Science

Single Subject - Spanish

Verification of Internship Eligibility: I have not been offered an internship contract but would like an evaluation in order to verify my internship eligibility to prospective employers.

**I would also like to be evaluated for the following authorizations:**

**Bilingual Authorization: Spanish Emphasis** Yes  No

**Subject Matter Authorization** **(SMA)**: (completed worksheet must be included)

Introductory:       Specific:

**Supplementary Authorization (SA):** (completed worksheet must be included)

Introductory:       Specific:

(Please complete worksheet for each SMA or SA requested. Additional information and worksheets are located at <http://www.csusm.edu/cehhs/studentservices/graduate/sasmaworkshops.html>)

California State University San Marcos

College of Education, Health and Human Services

SCHOOL OF EDUCATION

SB 57 Early Completion Internship Option

*\*\*Single Subject Requirements\*\**

1. Intern prerequisites needed before employment or recommendation for internship credential:

a. Character Identification (Certificate of Clearance)

b. Basic Educational Skills passage (CBEST or other options available 7/07)

c. Subject Matter Competence (CSET or state approved program)

d. U.S. Constitution

e. B.A. degree from accredited institution

f. English Learner requirements completed

2. Offer of Employment as an Intern by a School District

a. Early Completion option is only available to individuals with an offer of employment from a school district that has a partnership with the CSUSM Single Subject Internship Program

3. Requirements that must be met before admission to the Early Completion Option

a. Teaching Foundations Examination (www.ets.org) California Teaching Foundations: SB57 Pedagogy Tests, available for English, Science, and Mathematics. Exams include:

i. Teaching Methods of Subject Content Category for middle/junior high and high school

ii. Human Development

iii. Learning Differences and Special Needs

iv. Instructing English Learners

v. Reading Instruction

vi. Assessing Student Progress

vii. Classroom Management Techniques

4. Requirements that must be met before Preliminary Credential Recommendation

a. Technology Examination or EDUC 422 at CSUSM.

b. Teaching Performance Assessment (when available).

***I have been informed of the SB 57 Early Completion Internship Option***

Print Name:       Signature:

Date:       Student ID:

CEHHS Student Services ❖ University Hall 221 ❖ (760) 750-4277