

Education Specialist Internship Credential Evaluation & Processing Form

Enter all information below and submit all required documents. This form is for those who meet all internship credential eligibility requirements.

Check which Credential you are applying for (you may apply for one credential on this form)

	ECSE	VI	MMSN	ESN
Education Specialist Internship				

Last Name First Name Middle Name

Former Name(s)

CIN SSN Date of Birth

Street Address

City State Zip Code

Home Phone Work Phone Cell Phone

Email Address _____

(Note: verify your email address; the CCTC will correspond with you regarding the status of your credential using this email address.)

Office for Student Services, College of Education
California State University, Los Angeles

All requirements listed below must be completed in order to process your credential.

Items in bold - requires originals to be submitted with application – keep copy for your records

Items already submitted to office will not have to be submitted again.

Important – any items missing will delay credential recommendation

Internship: Education Specialist Credential

- Admission into the College of Education Program
- **Internship Verification Form** If the advisor delineates prerequisite courses, these must be completed.
- **Job offer letter** - Job offer must be with a school or district with which we currently have an Internship Agreement.
- Verification of Subject Matter completed (if using CSET scores, submit original scores unless previously recorded with the CCTC)
- Verification of the U.S. Constitution requirement
- Proof of Completion of Basic Skills Requirement (BSR) * (*see below*)
- **FERPA release form** - required for the release of official CSLA transcripts (available in the Office of Student Services).

***Basic Skills Requirement:**

- Proof of passage of all three sections of the CBEST
- Passing scores from the CSET: Writing Skills test plus ALL three subtests of CSET: Multiple Subjects
- Passing scores from the CSU Early Assessment Program (EAP), English and Math, or CSU English Placement (EPT) and Entry Level Mathematics (ELM) Test
- Qualifying Score on SAT (College Board SAT) – Math score 550 & English score 500 or ACT – Math score 23 & English score 22
- College Board Advanced Placement (AP) Examinations – Math & English
- Proof of passage of CTC approved out-of-state basic skills exam

EXCEPTIONS – A \$35 processing fee is required
for cancelled credential applications or loss of
continuing status at CSULA.

Cashier Stamp: Code #696 or reverse side