



## Internship Application Instructions

The Cal State LA College of Education is proud to offer an internship program in collaboration with local school districts. Follow the steps below to apply for an internship credential:

### Step 1: Apply for Admission to Cal State LA

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- Submit your application online at [Cal State Apply](#).
- A minimum 2.5 GPA is required for admission.

### Step 2: Apply for Admission to the College of Education (COE)

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- If you haven't already applied to the credential program, complete your COE application through the [COE website](#).
- A 3.0 GPA in all credential coursework is required to join the Internship Program.

### Step 3: Meet Internship Program Requirements

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*Applicants must meet the following eligibility criteria:*

- **Offer of Employment** from a school district with a partnership agreement with Cal State LA.
- **Bachelor's Degree** from an accredited college or university (Early Childhood Special Education applicants must have a major in Child Development or a closely related field).
- **Passing CBEST score or equivalent.** For more options to meet this requirement, see the [CBEST waiver guidelines](#).
- **Verification of U.S. Constitution Requirement** (via coursework or exam).
- **Writing Proficiency** (UNIV 4000 or a score of 41+ on the CBEST writing section).
- **Completion of Communication 1100** (or equivalent).
- **Completion of prerequisite courses** for your internship area:
  - Education Specialist Internship: EDSP 4000, EDSP 4001, EDSP 4010.
  - Multiple Subject Internship: EDCI 4000, EDCI 4010, EDFN 4200 or EDFN 4400, EDSP 4000.
  - Single Subject Internship: EDCI 4000, EDFN 4200 or EDFN 4400, EDSP 4000, EDSE 4301.

### Step 4: Complete and Submit the Internship Verification Form

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- Have your employing school district complete and sign the **Internship Verification Form** (attached).
- Ensure original signatures are provided on the required sections of the form.

### Step 5: Complete the Online Credential Evaluation & Processing Form

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- Visit [Credential Processing Forms](#).
- Scroll down to find the form for your internship credential.
- Check the box for "internship" and type in all required information (handwritten forms will not be accepted).
- Include a valid email address so the CTC can contact you directly.
- Print and save the completed form for submission.

### Step 6: Attend an Internship Information Session

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Before the session, submit the following documents to **Dr. Crystal Otubuah** ([cotubuah@calstatela.edu](mailto:cotubuah@calstatela.edu)) and **Dr. Mitchell Fryling** ([mitchell.fryling2@calstatela.edu](mailto:mitchell.fryling2@calstatela.edu)):

- Credential Evaluation & Processing Form.
- Internship Verification Form signed by your employing school district.

### Step 7: Credential Processing and Notification

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- The Office for Student Services will evaluate your application within 4–6 weeks.
- You'll receive a letter if there are outstanding requirements—please respond promptly to avoid delays.

### Step 8: Finalize Your Credential with the CTC

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- Once recommended for your credential, the Office for Student Services will notify the CTC.
- The CTC will email you directly to complete the credential application process and pay the \$100 fee online.
- Follow the steps provided by the CTC to finalize your application and monitor your credential status at [CTC Credential Lookup](#).



## Internship Verification Form

### I. TO BE COMPLETED BY CANDIDATE

A. NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ PHONE: \_\_\_\_\_

BASIC CREDENTIAL \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

INTERN CREDENTIAL SOUGHT: \_\_\_\_\_

B. CURRENT DISTRICT EMPLOYEE:

PRESENT SCHOOL: \_\_\_\_\_ SCHOOL PHONE: \_\_\_\_\_

SCHOOL/DISTRICT ADDRESS: \_\_\_\_\_

### II. FOR USE BY HUMAN RESOURCES (PLEASE CHECK ONE) ☐ CHARTER SCHOOL ☐ NPS ☐ PUBLIC SCHOOL

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CDS CODE: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

E-MAIL OF CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

A. ASSIGNED TO \_\_\_\_\_ AT \_\_\_\_\_  
(CLASS) (LOCATION) (EFFECTIVE DATE)

B. POSITION ACKNOWLEDGEMENT: The district/school acknowledges the offer of employment is for a full-time teaching position, which entails teaching three or more periods of the candidate's respective subject area and is not asynchronous. The appropriate program coordination will provide on-site supervision in cooperation with the school administration and the university. An intern contract will be offered when the candidate presents a university letter verifying that the application for the credential has been completed. The appropriate program coordination will provide on-site supervision in cooperation with the school administration and the university.

C. PERSONNEL DIVISION APPROVALS: \_\_\_\_\_ AUTHORIZING SIGNATURE  
\_\_\_\_\_ TITLE

D. Human Resources and the school principal/director will need to identify a teacher from your school who can serve as a support provider to the intern. The teacher must (a) have a Level II, Clear, or Life credential, (b) have worked as a teacher for at least three years, and (c) have demonstrated mastery in the classroom. If the intern does not already have English Language Authorization (ELA) from a California credential or a passing score on an exam such as the CETL, it is a requirement of the state that the support provider have ELA. If you are having difficulty selecting a support provider at your site within the same credential area as your intern. In that case, you may select an off-site support provider but will need to select an additional support provider at your site that holds a credential to provide additional support.

The support provider below agrees to work with California State University, Los Angeles, to provide direction and support for the professional development of the intern named above in the CSULA Internship Program.

SUPPORT PROVIDER'S NAME: \_\_\_\_\_

YEARS OF TEACHING EXPERIENCE: \_\_\_\_\_ CREDENTIAL HELD: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SUPPORT PROVIDER'S SIGNATURE: \_\_\_\_\_

### III. TO BE COMPLETED BY SCHOOL PRINCIPAL/DIRECTOR

- A. I have read and understand that interns are required to receive two hours or more of supervision per five-day week, totaling 144 hours per year. Cal State L.A. will provide a minimum of 2 hours of support and supervision each week during the academic year (60 hours annually). Part of this supervision will be completed in an on-campus seminar; the remainder is completed through the submission of video recordings. Using university-provided equipment, the intern records him or herself teaching in the classroom and uploads the video for review and feedback from his or her university supervisor. I understand that I am responsible for ensuring that the intern receives at least 84 hours of supervision from their support provider (named above) per year in order to remain in compliance with the state standard. For those interns who do not already have EL Authorization from a California credential or a passing score on an exam such as the CETL, you must ensure that they receive an additional 45 hours of supervision per year related to working with English Language Learners.

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Signature of Principal

DATE: \_\_\_\_\_

### IV. TO BE COMPLETED BY UNIVERSITY

As soon as the candidate is selected for a teaching position and has completed the required coursework, this institution will apply through the Commission on Teacher Credentialing for the Internship Credential with an appropriate effective date. The college or university will provide on-site supervision and monitor future course work for the candidate.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of University  
Internship Program  
Coordinator

DATE: \_\_\_\_\_