

**APPEAL TO EXTEND**  
**A UNIVERSITY INTERNSHIP CREDENTIAL**

An Internship Credential may be renewed for one year upon providing an explanation of extenuating circumstances that have prevented the holder from completing the program requirements within the allotted two year time frame. Such circumstances shall include, but are not limited to, illness, military service and other factors not within the control of the applicant.

**To apply for an extension, please submit the following materials to the Credential Office:**

1. **Application Form 41-4** Available at [www.CTC.ca.gov](http://www.CTC.ca.gov) click on “applications” and forms, then “Credential Application form” then fill out online and **print**. Do not submit on line. Submit your signed application with the items below.
2. **\$55.00 Money Order or Cashier’s Check** made payable to CTC. (Personal checks, cash and credit cards cannot be accepted.)
3. **Formal Letter from Applicant** outlining the valid extenuating circumstances that necessitate the appeal for an extension. (This letter should be typed.)
4. **“Verification of Employment for an Extension of an Internship Credential”** (This form must be signed by a representative at the agency/district level, not by someone at the school site.)

Once the above materials have been received and with the approval of the Internship Coordinator, a representative of the Credential Office will write a Status Letter supporting the appeal and verifying current status in the Internship Program. The Credential Office will mail the appeal and supporting materials to the California Commission on Teacher Credentialing. Confirmation that this portion of the process has been completed will be sent to the employing agency/district via email.

Please be aware that the authority to grant or deny extensions rests with the California Commission on Teacher Credentialing.

Note: If you are also changing restrictions (i.e. district or program) a new “Intern Authorization for Employment” form will be required. This form is available at [www.csun.edu/coe/cred/forms](http://www.csun.edu/coe/cred/forms)

**VERIFICATION OF EMPLOYMENT  
FOR AN EXTENSION OF AN INTERNSHIP CREDENTIAL**

Verification that the applicant will continue to be employed must be submitted to the Commission on Teacher Credentialing to appeal for additional time to complete the requirements in the internship program. This form should be filled out completely and signed by the School District Personnel Specialist, NOT your principal. Please submit this form along with the application form (41-4), fee and your letter explaining the valid reasons for the appeal to the Credential Office. *Do not mail this form directly to the Commission.*

Notification to the employer that the appeal has been submitted to the Commission will be sent to the email address listed on this form.

This is to certify that: \_\_\_\_\_  
(Name of Applicant)

will continue to be employed from: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

in the position of:

Multiple Subject

Single Subject, teaching field: \_\_\_\_\_

Education Specialist

\_\_\_ Mild/Moderate \_\_\_ Moderate/Severe \_\_\_ Deaf/Hard-of-Hearing  
\_\_\_ Early Childhood

District/Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_