

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
INTERN AUTHORIZATION FOR EMPLOYMENT**

INSTRUCTIONS:

School District signoff is obtained from the Personnel Division of your school district, check for the procedure. For LAUSD (213) 241-6520. They will refer you to the appropriate personnel specialist for your school.

I. TO BE COMPLETED BY CANDIDATE

Candidate's name: _____ S.S.#: _____

Signature of Candidate Date

IMPORTANT CANDIDATE INFORMATION: This document is a pre-approval only. The actual Intern Credential will be filed after Program acceptance and eligibility is complete.

II. FOR USE BY SCHOOL DISTRICT

A. School District: _____

Please check one: _____ New Intern _____ Change of Restriction _____ Intern Extension

Employment as an Intern will begin on (month/day/year): _____

For extension, employment will continue from (month/day/year) _____ to _____

School name: _____ Phone #: () _____

Address: _____ Email: _____

_____ **Single Subject, teaching field:** _____ _____ **Multiple Subject**

Education Specialist: _____ Mild/Moderate _____ Moderate/Severe _____ Deaf/Hard-of-Hearing

_____ Early Childhood **Pupil Personnel Services:** _____ School Counseling _____ School Psychology

Please check one below:

_____ This intern is NOT at a HIGH PRIORITY school.

_____ This intern is at a HIGH PRIORITY school which DOES NOT have a higher percentage of interns than the district wide average of teacher interns at the school.

_____ This intern is at a HIGH PRIORITY school which DOES have a higher percentage of interns than the district wide average of teacher interns at the school.

B. Personnel Division Approval:

Email of Personnel Specialist Phone number of Personnel Specialist

Signature of School District Personnel Specialist Name (Please Print) Date

III. TO BE COMPLETED BY THE UNIVERSITY

Pre-Approval from the Elementary, Secondary, Special Education, or Educational Psychology Department is required in order to apply for the intern credential. As soon as the candidate is selected for the position, submits a complete application for the Intern Credential, is approved for admission, and meets pre-service requirements, this institution will apply through the California Commission on Teacher Credentialing for the Internship Credential with an appropriate effective date. The University will provide supervision in cooperation with the district and monitor future coursework for the candidate.

Signature of Program Coordinator Name (Please Print) Date