
COMPLETION AND SUBMISSION CHECKLIST

1. CSUN Graduate Admissions Application:

- Complete online

2. Credential Application:

- Must be completed and submitted before finalizing an application for the Single Subject University Intern Program

3. SSUIP Application:

- Include copy of Credential Preparation Application or Checklist from the Credential Office, including verification of interview
- Complete all items on the Intern Application
- Include copy of CBEST scores, with writing score of 41 or better
- Include copy of CSET scores *OR* Subject Matter Clearance from Specific CSUN Department (**must** have 100% of subject matter teaching option)
- Include copy of provisional or substitute permit (if available) *OR* Request for Live Scan Certificate
- Include U.S. Constitution test results or course approval by Credential Office
- Fulfillment of 160 clock hours of Pre-Service Field Experience Requirement
- If you are a CSUN student, please provide an up-to-date transcript
- Completion of Intern Questionnaire
- Interview with Co-Director or verification of interview with Credential Program
- Submit a **color copy (legible) of your CSUN Student ID Card** or a passport size photo with your SSUIP Application. If you have not yet completed enrollment procedures, you must acquire an ID as soon as you are eligible for admission.

4. Upon Completion of Intern Program Application:

- Once you have completed the SSUIP Application, you **MUST** take the packet to one of the SSUIP Co-Directors for review.
- If you qualify for the Intern Program you can request a **Letter of Internship Eligibility** from the Credential Office. This letter can be taken with you as you apply for employment.
- The Co-Director will complete a Personalized Plan for your program.
- Once you have a firm job offer you will proceed to Step 5.

5. Intern Credential Request Process:

- **Credential Request Form** – Complete Information for the Single Subject Intern
- **Intern Authorization for Employment** - Obtain the authorized signature & return to SSUIP Co-Director
- Take the complete packet to the Credential Office.

Submission of the application is not a guarantee that you will be accepted into the Credential Program as an Intern.

- Once you have turned the packet in to the **Credential Office and they approve your application**, they will submit the information to CCTC.
- You will be notified by the **California Commission on Teacher Credentialing** to complete the personal and professional fitness and payment portions of the process.
- Within two - five working days you should receive confirmation that your credential has been recommended, providing there are no extenuating circumstance, followed by a notice of granting.
- **Once you receive notification from CTC, please take a copy of the notification to the SSUIP Office in 3101G.**
- You most likely will need to submit this information to your school district.

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The Single Subject University Intern Program (SSUIP) Application 2009 - 2010

New _____
Change of Program _____
Classes _____

1. Information About the Applicant and Current Teaching Position

Please print or type

Name: _____ Date of Birth: _____

Home Address _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Home E-Mail: _____

School in which you are employed: _____ School Fax: _____ School Phone: _____

School Calendar (Traditional, Concept 6, etc. Track Assigned): _____

School Address: _____ City: _____ State: _____ Zip: _____

Subjects Taught: _____ Grade Level (s): _____

Have you ever been a student at the California State University, Northridge? Yes _____ No _____

If yes, what was your student number? _____ Social Security Number _____

Have you passed the CBEST? Yes _____ No _____

With a writing score of 41 or better? Yes _____ No _____ What was your writing score? _____
Provide a copy of CBEST scores

Have you taken the U. S. Constitution? Yes _____ No _____ If yes, did you pass it? Yes _____ No _____
Provide a copy of U.S. Constitution Passage

Have you taken the CSET? Yes _____ No _____ If yes, have you passed it?*Yes _____ No _____
Do you have a Subject Matter Waiver? Yes _____ No _____
Provide a copy of CSET Scores or Waiver

Please check the credential(s) you are seeking: Single Subject in _____ Content Area
 BCLAD (See Credential Office or SSUIP Co-Director for Additional Requirements)

Overall GPA: _____ (2.67 overall or 2.75 in last 60 units)
Provide a copy of CSUN Transcript

2. Information About the Applicant's Academic Background

Please list the schools you have attended and the degree(s) or credential(s) received

College / University: _____ Credential / Degree: _____ Date: _____

College / University: _____ Credential / Degree: _____ Date: _____

College / University: _____ Credential / Degree: _____ Date: _____

What was your undergraduate major? _____

If you have completed a graduate degree, what was the discipline or professional field? _____

3. In addition to the 45 hours of early field experience required for the Credential Application, Interns must complete 120 clock hours of pre-service field experience & 40 clock hours of ELL Training before qualifying for the Intern Program.

The state requires that a credential candidate participate in 120 clock hours of pre-service field experience. There are a variety of ways in which to complete this requirement. Look on page 4 at the checklist for specific information. Please attach any verifying documents to the application.

4. CBEST Writing Score

I understand that the writing requirement (41 or better on CBEST Writing, approved course, or score of 10 on UDWE) must be met **BEFORE** applying for final field experience/student teaching.

Signature of Applicant: _____ Date: _____

5. Grade Point Average

I understand that I must maintain an overall GPA of 3.0 while completing the Credential Program. I also understand that I may NOT receive a grade of C- without retaking that course.

Signature of Applicant: _____ Date: _____

6. I verify that I

- have a full-time teaching job offer at a public secondary school
- will teach in content area of the Intern Credential
- will teach in a full-class situation (usually 20 students or more)

Signature of Applicant: _____ Date: _____

7. Required Statement of Personal and Professional Fitness

The following question must be answered *yes* or *no* for the application to be considered.

If your answer is “*yes*” please submit a photocopy of your emergency permit as well as a letter of explanation.

Have you ever been convicted or pled “*nolo Contendere*” to any violation of the law in any state or nation (*other than very minor traffic offenses*)?

Yes No

8. Verification of All Information Provided

I verify that all the information provided as a part of this application is true and complete to the fullest of my knowledge.

Signature of Applicant: _____ Date: _____

Signature of Co-Director: _____ Date: _____

California State University, Northridge
Secondary Education
Pre-Service for Single Subject Interns
Pre-Service Requirement (must equal a minimum of 120 hours)

Name: _____ Email: _____

CSUN Credential Courses Completed: <i>Coursework must be verified by transcript.</i>	Semester Completed
SED 511	
SED 521	
SED 525	
SED 514	
SED 554	
EPC 420	
ELPS 417	
HSC 496ADO	
SPED 401C	

English Learner Requirement of 40 Hours for Enhanced Intern	Date Completed
SED 521 (Fall 2002 or later)	
SED 525 ESL course (Fall 2002 or later)	
Course from another university that meets ELL requirements (transcript attached with description of course and equivalency form)	
Pre-service Independent Training Packet for Single Subject Interns	

Independent Study Modules Completed:	Date Completed
Classroom Management & Planning	
Developmentally Appropriate Teaching Practices	
Pedagogy: Single Subject	
Teaching English Learners	
Communication Skills, Including Reading	
Other:	

I certify that this participant has received the pre-service instruction prior to applying for an intern credential and taking responsibility as "Teacher of Record."

Intern Signature: _____

Co-Director Signature: _____

Date: _____

Date: _____



Personalized Plan

Name: _____ Today's Date: _____

Student ID#: _____ Intern Credential Expiration Date: _____

COMPLETED	SEMESTER	DATE	NOTES
SED 511			
SED 593			
SED 521			
SED 594			
EPC 420			
ELPS 417			
SED 525			
SED 514			
SPED 401C			
HSC 496ADO			
SED 555I			

To Be Completed	Semester	Date	Notes

Program Director Signature

Intern Signature

Intern Questionnaire - SSUIP

School Name: _____

School District: _____

1. First Name: _____ Last Name: _____

Email address: _____

2. Gender: Male Female

What is your birth date? ____/____/____

3. I estimate that I will complete my intern program (month) ____, (year) ____.

4. For the year immediately preceding entering the internship credential program, please indicate which one of the following career categories best defines your experience:

- ___ Military (Armed Forces)
- ___ Technical & Scientific Industries (e.g. engineering)
- ___ Social Services (e.g. health related, government)
- ___ Other business or industry (e.g. sales, legal, clerical, manufacturing)
- ___ College/University (recent graduates)
- ___ Paraprofessionals (e.g. classroom aides)
- ___ Provisional/Emergency/Substitute Permit Holders
- ___ Other Teaching (e.g. private school, college)
- ___ Other (list job) _____

5. What is your ethnicity?

- ___ African American or Black
- ___ Asian American/Asian/Indian (e.g. Chinese, Japanese)
- ___ Latino, Latin American, Puerto Rican, Mexican American, Chicano or other Hispanic
- ___ SE Asian American SE Asian (e.g. Cambodian, Hmong)
- ___ Pacific Islander, Filipino
- ___ Caucasian (non-Hispanic)
- ___ Native American/Alaskan Native
- ___ Other _____

6. When and where did you receive your undergraduate degree?

- ___ In California ___ Outside California
- ___ UC Which State or Country? _____
- ___ CSU
- ___ Private Institution

Please indicate campus _____

7. Please indicate the credential you are working toward:

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Industrial & Technology Education
<input type="checkbox"/> Art	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Business	<input type="checkbox"/> Music
<input type="checkbox"/> English	<input type="checkbox"/> Physical Education/Dance
<input type="checkbox"/> Languages other than English	<input type="checkbox"/> Science (Biological, Chemistry, Physics and Geo Sciences)
<input type="checkbox"/> Health Science	<input type="checkbox"/> Social Science (History, Economics, Government, other)
<input type="checkbox"/> Home Economics	

8. What grade level(s) will you teach this year? (Mark all that apply.)

6 7 8 9 10 11 12

9. What subject(s) are you assigned to teach this year? (Mark all that apply—select the options that *best* describe your assignment?)

- English (e.g., writing, literature, journalism, yearbook, drama, speech)
- Mathematics (e.g. general, algebra, geometry, statistics, trig, calculus)
- Science (e.g., general, biology, chemistry, physics and geology)
- Social Science (e.g., history, economics, government, geography, civics)
- Physical Education & Dance
- Languages other than English
- Art
- Music
- Agriculture
- Business (e.g., computers, data processing, business law, bookkeeping)
- Health
- Home Economics
- Industrial Arts/ROP
- AVID, or other similar assignment