

Appeal to Extend an 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. Detailed information regarding acceptable extenuating circumstance can be found on the CTC website at: <http://www.ctc.ca.gov/credentials/leaflets/al3.pdf>.

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

1. Application Form 41-4

This form can be located on the Commission on Teacher Credentialing website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Complete sections 1, 4, 5 &7. Print and sign the form. Do not complete section 2, 3 or 6; these are for office use only.

2. \$100.00 Money Order or Cashier's Check made payable to CTC

Cash, personal checks 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. Plan for completion indicating how you will complete the remaining courses/requirements within the one year appeal time. This must be signed by both you and the Intern Coordinator.

5. Intern Authorization for Employment found on our [website](#)

This form must be signed by a representative at the agency/district level, not by someone at the school site.

The form must also be signed by the University Intern Coordinator.

Important Notes:

We cannot stress enough, the importance of making sure all forms submitted in this process are filled out completely and accurately. Once the above materials have been received and the appeal has been approved, 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 via email.

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