

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 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. **“Intern Authorization For Employment”** (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 Internship Coordinator.)

Once the above materials have been received, 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.

Important: To ensure timely processing of your appeal be sure that all forms are completed in full.

**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 : _____ 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