

APPEAL TO EXTEND AN INTERN CREDENTIAL

An Intern Credential may be extended for one year when the applicant verifies good cause for not having completed the program requirements within the allotted two year time frame. Detailed information regarding “good cause” can be found on the Commission on Teacher Credentialing (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 (CTC) website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>. Complete sections 1, 2, 3, 6, 7 & 9. Print and sign the form. Do not complete sections 4, 5 or 8; these are for office use only.

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

We cannot accept cash, personal checks or credit cards.

3. Formal Letter from Applicant

This letter must outline the good cause that necessitates the appeal for an extension. It must be typed and signed.

4. Plan for Completion Form

Request a Credential Progress Report from the Credential Office then schedule an appointment with the Intern Coordinator (*Special Education candidates must meet with your faculty advisor*). The Intern Coordinator or Faculty Advisor will go over your plan of completion and complete the form. This form must be signed by both you and the Intern Coordinator/Faculty Advisor.

5. Intern Authorization for Employment Form

This form is available on our [website](#). It 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. **Original signatures are required on all forms.**

Once the above materials have been received and support for the appeal has been confirmed, a representative of the Credential Office will write a letter verifying the applicant’s status in the program. The Credential Office will mail the application and supporting materials to the CTC. Confirmation that this portion of the process has been completed will be sent to the applicant, Intern Coordinator and employing agency via email.

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

Important Note:

We cannot stress enough, the importance of making sure all forms submitted in this process are filled out completely and accurately. The Commission on Teacher Credentialing will not accept any form containing white outs or cross outs.