

**REQUEST TO CHANGE A RESTRICTION ON AN INTERN CREDENTIAL  
(EMPLOYER AND OR SUBJECT AUTHORIZATION)**

**To request a change of employer and or subject authorization on your existing Internship Credential, 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. Internship Credential Request Form** available on our [website](#).

**3. \$ 50.00 Money Order or Cashier's Check made payable to CTC.**

We cannot accept cash, personal checks or credit cards.

**4. 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, a representative of the Credential Office will mail the application 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 applicant, Intern Coordinator and employing agency via email.

**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.**