



## INTERN AUTHORIZATION FOR EMPLOYMENT

### I. TO BE COMPLETED BY CANDIDATE

Please check one:  New Intern  Change of Restriction  Intern Extension  Intern Re-Activation

Candidate's Name: \_\_\_\_\_ SSN: XXXX-XX- \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

School District authorization is obtained from the Personnel Division of your school district; contact your employer for procedure. For LAUSD call (213) 241-6520, to be referred to the appropriate Placement & Assignment Personnel Specialist for your school.

### II. TO BE COMPLETED BY EMPLOYING DISTRICT/AGENCY:

#### A. Employer Information

Check District/Agency Type:  School District  County Office  School District Charter School  
 Independent Charter School  Startup Independent Charter School

District/Agency: \_\_\_\_\_ County-District-School Code (required): \_\_\_\_\_

School Site Name: \_\_\_\_\_ School Site Phone #: (\_\_\_\_) \_\_\_\_\_

School Site Administrator: \_\_\_\_\_ School Site Administrator Email: \_\_\_\_\_

#### B. Assignment Information

Criteria for a qualifying Intern position.

- Full-time teaching position at a public or charter secondary school.
- The position must be in an appropriate setting authorized by the intern credential.
- In Single Subject/Secondary, the position must consist of at least 4 periods/hours daily, or 20 hours weekly, of teaching in the content area of the Intern Credential being sought, in full-class situations (class of at least 20 students or more).

*Single Subject Interns are not authorized to teach out-of-subject classes. ELA/English candidates are not authorized to teach separate, departmentalized English Language Development (ELD) courses as part of the 4 periods that qualify for Intern employment. They must teach at least 4 periods of English/ELA classes.*

#### Check Credential Type:

General Education:  Multiple Subject  Single Subject

Education Specialist:  Mild/Moderate  Moderate/Severe  Deaf/Hard-of-Hearing  Early Childhood

Pupil Personnel Services:  School Counseling  School Psychology

Subject(s) assigned to teach: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Beginning Date of Intern Employment or Extension (month/day/year): \_\_\_\_\_

**C. Personnel Division Approval**

The Memorandum of Understanding between the school/district and the University stipulates that an on-site Support Provider (SP), an experienced, credentialed teacher with an English Learner Authorization, must be identified within 3 weeks after the beginning date of employment, and be immediately available to assist the Intern with planning lessons that are appropriately designed and differentiated for English Learners.

District Human Resources/Personnel Representative: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of District Human Resources/Personnel Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**III. TO BE COMPLETED BY THE UNIVERSITY**

*The University Intern Program Coordinator has advised the above candidate and approve the proposed internship assignment. The Credential Office will verify all requirements for the intern credential have been met and if appropriate, submit a recommendation to the Commission on Teacher Credentialing.*

Intern Coordinator Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_