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](http://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. **$70.00 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. **Plan for completion** indicating how you will complete the remaining courses/requirements within the one year appeal time. This should be signed by both you and the Intern Coordinator.

5. **“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 Intern Coordinator.)

**IMPORTANT:** To ensure timely processing of your appeal all forms must be fully completed.

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 agency/district/county via email.

Please be aware that the authority to grant or deny extensions rests with the California Commission on Teacher Credentialing.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
INTERN AUTHORIZATION FOR EMPLOYMENT

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

I. TO BE COMPLETED BY CANDIDATE

Candidate’s Name: ___________________________ S.S. #: ___________________________

______________________________ Signature of Candidate ____________________________ Date

IMPORTANT INFORMATION: This is NOT authorization for Employment, the Intern Credential will be filed for with CTC after program acceptance and eligibility is verified and will be dependent on continuous employment and program enrollment.

II. TO BE COMPLETED BY EMPLOYING SCHOOL DISTRICT

A. Employment Request:

School District: ___________________________

School Name: ___________________________ Phone #: (_____ ) _____________

Address: ___________________________ Email: ___________________________

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

Employment as an Intern will begin on (month/day/year): ______________ to ______________

For extension, employment will continue from (month/day/year) ______________ to ______________

Please indicate authorization requested: ☐ Multiple Subject ☐ Single Subject, field: ___________________________

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

Pupil Personnel Services: ☐ School Counseling ☐ School Psychology

Please check one:

☐ This school site is NOT at a HIGH PRIORITY school.

☐ This school site is 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 school site is 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:

______________________________ (_____) ____________________________ (_____) School District Personnel Specialist E-mail School District Personnel Specialist Phone

______________________________ 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

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