

How to Apply for your Administrative Services Intern Credential

Please follow the instructions below to apply for your intern credential

1. Complete the attached "Request for Intern Credential" form. Make sure to include a CLEAR, CURRENT and ACTIVE email address that will not be discontinued within the next 3 months. This is critical for the completion of this process.
2. Include an original letter, on letterhead, from your employing district or school verifying the date your employment began and the type of assignment it is.
3. Make sure your Basic Credential is VALID (if it will expire in less than 12 months from the time you apply for the Administrative Services Intern Credential, you MUST renew your basic credential BEFORE you submit this application to the Credentials Office).
4. Assuming you have completed all requirements for the credential, you will receive an email from the California Commission on Teacher Credentialing confirming that we have recommended you for the Credential approximately 2 weeks after submitting your application to the Credentials Office. The email will be "from" the Credential Analyst at SSU and the "subject" will read: "[NOTICE] Application for New Teaching Credential".
5. Follow the directions on the email to pay the required credential application fee and provide other required information. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be complete until this fee is paid.
6. In approximately 2 weeks after completing step 5 you will receive an email from the California Commission on Teacher Credentialing indicating that they have issued your credential. Print this email for your records as your employer may need a copy.
7. As of 9/01/08 the California Commission on Teacher Credentialing went paperless. Therefore, credentials are no longer being mailed out. However, once you receive the email from the CCTC you will be able to retrieve and print a suitable-for-framing copy of your credential from the following website www.ctc.ca.gov.

Requirements for the Intern Credential

Once we receive the items above, we have to verify that you have met the following requirements before recommending you for the intern credential.

For Administrative Intern Credentials:

- Valid basic credential
- Letter(s) verifying 3 years of experience on your basic credential
- Passage of CBEST
- Verification of enrollment in an SSU credential program
- Letter verifying employment

Return the COMPLETE application packet to Stevenson Hall 1078 or mail to:
SSU, School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928.
Call (707) 664-3141 with any questions.

KEEP THIS PAGE FOR YOUR RECORDS

Date Submitted: _____

Please update our office if you change your address.
Admissions & Records does not forward address changes to our office.

Sonoma State University
School of Education
Request for Administrative Services Intern Credential

Please type or print clearly with ballpoint pen

Student's Last Name (PRINT)	First Name	Middle Name	Maiden/Former Name(s)
Daytime Phone		E-mail Address	
SSN		Date of Birth	
Student Address:			
<hr/> <i>Street</i> <i>City</i> <i>State</i> <i>Zip</i>			
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Signature (REQUIRED)		DATE	

*******Office and Advisor Use Only*******

Applied to Credential Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Semester of Application _____
Admitted to Credential Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Semester of Admission _____
Enrolled in Credential Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Semester of Enrollment _____
Approved by Intern Advisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Advisor _____ Date _____

Credential Analyst
Date Submitted to CCTC: _____
By: _____

For Office Use Only
<input type="checkbox"/> Database
<input type="checkbox"/> Student File
<input type="checkbox"/> _____