

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. 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”.
4. 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.
5. Once your credential is issued (approximately 2 weeks after completing step 4) 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.
6. You will receive your credential in the mail directly from the California Commission on Teacher Credentialing. Your employer may want a copy of your issued credential.

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"/> _____ |