



Memorandum

To: To Whom It May Concern

CC: Dr. Eric Engdahl, Credential Coordinator

From: Laty Johnson, Director, Credential Student Service Center

Date: 8/3/2011

Re: Internship Credential Processing and CTC Coded Correspondence 08-03 Pre-service hours

Please be advised that if you are currently employed by a state-approved employer, they must pursue a state-approved employer-based option; however, this is subject to CTC approval, must be agreeable by the intern, and is not affiliated with the university.

credentials@csueastbay.edu

Thank you for your continued partnership with Cal State East Bay!