



# Memorandum

**To:** To Whom It May Concern  
**CC:** Dr. Eric Engdahl, Credential Coordinator  
**From:** Laty Johnson, Director, Credential Student Service Center  
**Date:** 7/30/2013  
**Re:** Teaching Internship Credential Processing Timeline

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Please be advised that in accordance with the Commission on Teacher Credentialing (CTC) Coded Correspondence 08-03 and Education Code 44225, all teaching intern credential holders must satisfactorily complete the state-mandated pre-service intern hours. At Cal State East Bay, those hours are covered as part of our Summer Quarter classes and must be completed with a grade of “B” or better. Please consult the program handbook for the course details and more specifics on the internship credential.

As a result, the Credential Student Service Center will process applications for teaching intern credentials after we have confirmed satisfactory completion of those classes as verified through the posting of final grades on the candidate’s official transcripts. Please check the Schedule of Classes to find out when grades are expected to post. Processing for teaching internship credentials will take place on a rolling basis **after** grades have posted.

**We understand that employment dates may be prior to the date of the grades posting; therefore we will backdate the credential document to honor the start date of employment as long as the candidate has satisfactorily completed all requirements for the credential, including the pre-service hours.**

For those employers who wish to have an intern begin employment before the credential is processed, 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.

We appreciate your understanding for our need to remain in compliance with Education Code while enabling our candidates to serve in their intern positions with our partner districts.

If you have any questions or concerns, please do not hesitate to contact our office to speak with a credential analyst at (510) 885-2272 or [credentials@csueastbay.edu](mailto:credentials@csueastbay.edu).

*July 30, 2013*

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