



Alliant International University
**California School
of Education**

**Standard Intern
Credential Packet
2021/2022**

**Multiple Subject
Single Subject
Education Specialist: Mild/Moderate**

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UNIVERSITY INTERN TEACHING CREDENTIALS

University Intern Teaching Credentials are issued to individuals who upon completion of the required minimum 120-hour intern preservice preparation have enrolled at a college or university in a Commission-approved intern program.

These one to two-year programs are administered by California colleges and universities in partnership with local employing agencies and are designed to provide participants with classroom experience while they complete course work requirements for the preliminary credential.

University Intern Teaching Credentials authorize the holder to serve, under the supervision of a Commission-approved college or university and the holder's employer, in the area or subject listed on the credential.

Alliant University Intern Teaching Credentials are offered in the following areas:

- Multiple Subject Teaching Credential with embedded English Learner Authorization ELAM
- Single Subject Teaching Credential with embedded English Learner Authorization ELAS
- Education Specialist: Mild/Moderate with embedded English Learner Authorization ELAE and added authorization AAAS

***University Intern Credentials are valid for TWO calendar years
from the issue date of the document.***

Employment is restricted to a specific school employing agency.

IMPORTANT NOTE

Dropping, failing, or withdrawing from a Clinical Practice course while under a University Intern Credential will result in the intern credential being discontinued within the CTC Online system and will have a direct impact on continued employment with the employing agency.

For additional information, see [Academic Standing/Invalidation in Catalog – SERC](#).

UNIVERSITY INTERN CREDENTIAL CHECKLIST

REQUIRED ITEMS

- [Certificate of Clearance](#)
- [U.S. Constitution Requirement](#)
- [Basic Skills Requirement](#) Verification via ONE of the following options:
 - Exam
 - Coursework
 - Combination Exam + Coursework
- Subject Matter Competency Verification via ONE of the following options:**
 - Exam
 - Approved Subject Matter Preparation Program
 - Coursework
 - Academic Major
 - Combination Exam + Coursework
- Prerequisite Coursework:**
 - Verification of successful passage of EDU62030: Professional Learning & Practice**
This course meets CTC 120 hours of preservice requirement.
 - Verification of successful passage of EDU62040: Educational Foundations**
- Verification of important prerequisite documentation completed during EDU62030: Professional Learning & Practice.**
BOTH of the following documents must be included with this documentation:
 - Signed Assurance Form
 - Completed Professional Dispositions Checklist
- Official* undergraduate transcripts from a regionally accredited university verifying conferral of a baccalaureate degree**
- Verification of Employment**
ALL items listed below MUST be included:
 - Verification of Employment (VOE) Form
 - Copy of an Offer of Employment Letter
 - Verification of District Support Provider (DSP) (part of the VOE Form)
- Verification of a [current MOU](#) between Alliant and Employing Agency**
- Signed Acknowledgment Form**
- Signed Statement of Release Form**

**Submit ALL above documents to your Credential Analyst
NO LATER than given deadline.**

Items received **AFTER** the deadline will be used toward the next available deadline.

DEADLINES

October Term:	October 11th, 2021
January Term:	January 3rd, 2022
March Term:	February 28th, 2022

ADD/DROP DEADLINE: ONE (1) WEEK AFTER COURSES BEGIN

CHECKLIST ITEMS EXPLAINED

CERTIFICATE OF CLEARANCE (COC):

You must obtain a COC if you are enrolled in a California educator preparation program, prior to beginning your student/intern teaching or practicum/field-based experience. The Certificate of Clearance (COC) is a document issued by the Commission to an individual who has completed the Commission's fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law. The COC does not authorize to provide instruction or services in schools; its sole purpose is to provide verification that the holder has completed a professional fitness review.

HOW TO APPLY FOR A COC:

- I. Live Scan Process:
 1. Print THREE (3) copies of the [Live Scan 41-LS Form](#).
 2. Take these copies to a [location offering Live Scan electronic fingerprint services](#) for submission to the Live Scan operator.
 3. You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned.
 4. **Retain a copy of the Live Scan form for your records.**
- II. Completing the COC Application Process:
 1. Access the Commission's Home page www.ctc.ca.gov
 2. Use the blue [Educator Login button](#) to complete the online application
 3. If you need help completing your online profile and application, see the [Login Help](#) page for directions.
 4. Upon completion of the online COC process, you will receive an email confirmation. Save this confirmation in your records and provide a copy to your Credential Analyst if/when asked.

US CONSTITUTION

The U.S. Constitution requirement may be fulfilled by *one* of the following:

- An undergraduate degree from a CSU school
- Coursework
- An online exam requiring approval from Credential Analyst before registering.
- <https://www.ctc.ca.gov/docs/default-source/commission/coded/2011/1101.pdf>

BASIC SKILLS REQUIREMENT

The California Education Code and Title 5 Regulations specify that applicants for a credential, certificate, or permit to serve in the public schools of California must verify basic skills proficiency before the credential, certificate, or permit will be issued. The Basic Skills Requirement must be met prior to being assigned to daily responsibility for whole class instruction in Student Teaching or serving as a University Intern. During the [Executive Order](#), this requirement is postponed until the Preliminary Credential recommendation process. [Resource: [CL-667](#).]

OPTIONS FOR MEETING THE BASIC SKILLS REQUIREMENT

Individuals may satisfy the basic skills requirement by one of the following methods:

1. EXAM: Pass an approved Examination:

○ CBEST

Individuals only need to pass The California Basic Educational Skills Test (CBEST) once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three

sections—reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total scaled score is at least 123.

Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration. For more information, see [CTC-Exam](#) website.

- **Pass the CSET: Multiple Subjects Plus Writing Skills Examination**

The California Subject Examinations for Teachers (CSET): Multiple Subjects examination has been modified, adding an assessment of basic writing skills. Passage of the CSET: Writing Skills examination (test #142) can be added to passage of the CSET: Multiple Subjects Examination (subtests #101, 214, & 103) to meet the basic skills requirement. Passing exam scores used to meet the basic skills requirement remain valid indefinitely. For more information, see [CTC-Exam](#) website.

- **Pass the CSU Early Assessment Program or the CSU Placement Examinations**

Passing scores on the California State University (CSU) Early Assessment Program (EAP) (English and Mathematics sections) or the CSU Placement Examinations (English Placement Test [EPT] and Entry Level Mathematics [ELM]) are sufficient to meet the basic skills requirement. See [Coded Correspondence 09-03](#) for additional information. Passing exam scores remain valid indefinitely for the purpose of meeting the basic skills requirement. See Appendix Table 1 for passing scores.

- **Achieve Qualifying Score on the SAT or ACT**

Previously, individuals having earned a score of 500 or higher on the Critical Reading (previously Verbal) section of the SAT exam combined with a score of 550 or higher on the SAT Mathematics exam are determined to have met the basic skills requirement.

A restructuring of the SAT Suite of Assessments has adjusted the qualifying scores on the revised Evidence-Based Reading and Writing and Mathematics examinations required to meet the basic skills requirement. The new scores listed have been deemed by the College Board as equivalent to the scores shown for the examinations as administered prior to this revision. See Appendix Tables 2-3.

An individual having earned a score of 22 or higher on the ACT English exam combined with a score of 23 or higher on the ACT Mathematics exam is determined to have met the basic skills requirement. See Appendix Table 4.

- **College Board Advanced Placement (AP) Examinations**

As noted in [Coded Correspondence 15-03](#), students who achieve a score of 3 or higher on the College Board AP English exam and AP Calculus or AP Statistics exam may also use these exam scores to meet the basic skills requirement. See Appendix Table 5 for how the scores may be applied.

- **Pass a Basic Skills Examination from Another State**

The Commission will accept basic skills examinations from other states. A photocopy of the score report or letter from the testing agency verifying passage of the examination must be submitted with the application packet. There is no recency requirement for the date the examination was passed. See the chart Out-of-State Basic Skills Exams Guide in the Appendix at the end of this leaflet for a listing of acceptable examinations from other states.

2. **COURSEWORK: Meet the Basic Skills Requirement through Qualifying Coursework**

Individuals may meet the requirement by providing official transcripts to a Commission-approved preparation program or submitted with their application packet to the Commission. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of B- or

better, be degree applicable, and be at least 3 semester units (or equivalent quarter units). Qualifying coursework does not include professional development or continuing education units or in-service training or workshops. Qualifying coursework includes the following:

- For **reading** proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
- For **writing** proficiency: a course in composition, English, rhetoric, written communication, or writing.
- For **mathematics** proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

3. **COMBINATION: Meet the Basic Skills Requirement through Qualifying Coursework and Approved Examination:**

The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. This option is only available through a Commission-approved preparation program. The qualifying coursework must meet the requirements as describe above in item number 7. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable.

SUBJECT MATTER COMPETENCY

Teacher candidates in California are required to demonstrate competence in the subject matter they will be authorized to teach. The Subject Matter Competency Requirement must be met prior to being assigned to daily responsibility for whole class instruction in Student Teaching or serving as a University Intern. During the [Executive Order](#), this requirement is postponed until the Preliminary Credential recommendation process.

OPTIONS FOR MEETING SUBJECT MATTER COMPETENCY

Individuals may satisfy subject matter competency by one of the following methods:

1. **EXAM:**

○ **CSET**

Candidates must achieve a passing score on all appropriate California Subject Examinations for Teachers (CSET) subject matter examinations. For more information, see [CTC-Exam](#) website.

2. **APPROVED SUBJECT MATTER PREPARATION PROGRAM:**

Candidates must complete a Commission-approved subject matter preparation program and obtaining verification of completion from the authorized person in the education department of a California college or university with an approved [Subject Matter Preparation Program](#).

3. **ACADEMIC MAJOR:**

Candidates must show successful completion of an academic major in the subject they will teach.

- **Single Subject:** To be accepted, the major must be in one of the subjects named in Education Code section [44257\(a\)](#) and must be an approved subject area provided by Alliant. The approved subject areas for Alliant are as follows: Art, English, Health, Mathematics, Music, Physical Education, Science, Social Science, and World Languages.
- **Multiple Subject:** To be accepted, the major must be in Liberal Studies or an Interdisciplinary Studies major that includes coursework in the content areas of language studies, literature, mathematics, science, social studies, history, the arts, physical education, and human development.
- **Education Specialist:** To be accepted, the major must align with one of the acceptable majors for the Multiple Subject credential or Single Subject credential.

4. **COURSEWORK:**

Candidates must show successful completion of qualifying coursework, as verified by a Commission-approved Subject Matter Preparation Program. The coursework must address each of the Commission-adopted domains of the applicable subject matter requirements in order to be accepted. Currently, only approved Subject Matter Preparation Programs are eligible to review qualifying coursework. Alliant is an approved ***Educator Preparation Program***, not an approved ***Subject Matter Preparation Program***.

PLEASE NOTE: CTC has proposed emergency regulations for implementing subject matter competency options established within [Assembly Bill 130](#). These emergency regulations were presented in [Coded Correspondence 21-06](#). Once these emergency regulations are officially signed into law, additional guidance will be forthcoming from CTC. Approved Educator Preparation Programs will not be able to use this option until these emergency regulations are in place.

5. **COMBINATION:**

Candidates must show a combination of successful completion of qualifying coursework and examination, as verified by a Commission-approved Subject Matter Preparation Program. The mixing of coursework and examination must meet or exceed each of the Commission-adopted domains of the applicable subject matter requirements in order to be accepted. Currently, only approved Subject Matter Preparation Programs are eligible to review qualifying coursework. Alliant is an approved ***Educator Preparation Program***, not an approved ***Subject Matter Preparation Program***.

PLEASE NOTE: CTC has proposed emergency regulations for implementing subject matter competency options established within [Assembly Bill 130](#). These emergency regulations were presented in [Coded Correspondence 21-06](#). Once these emergency regulations are officially signed into law, additional guidance will be forthcoming from CTC. Approved Educator Preparation Programs will not be able to use this option until these emergency regulations are in place.

PRE-REQUISITE COURSEWORK

Candidates must complete specific foundational-level coursework prior to being eligible to receive a University Intern Credential. This coursework is identified as follows:

EDU 62030: PROFESSIONAL LEARNING & PRACTICE

This must be the first course completed by Teacher Education candidates. This course meets the CTC Preservice requirement of 120 hours of foundational preparation in the areas of classroom management and planning, reading and language arts, specific subject pedagogy, human development, and supporting English Learners.

University Intern Credentials will be issued only to candidates who have successfully completed this course and the *EDU 62040: Educational Foundations* course.

Online registration for this course is completed by your Academic Advisor. Please contact your Academic Advisor for registration deadlines or see the [academic calendar online](#).

EDU 62040: EDUCATIONAL FOUNDATIONS

This course must be taken in combination or immediately following *EDU 62030: Professional Learning and Practice*.

University Intern Credentials will be issued only to candidates who have successfully completed this course and the *EDU 62030: Professional Learning and Practice* course.

Online registration for this course is completed by your Academic Advisor. Please contact your Academic Advisor for registration deadlines or see the [academic calendar online](#).

PRE-REQUISITE DOCUMENTATION

During the completion of the pre-requisite coursework, candidates will complete two important documents that are required for the program. A copy of these completed documents will need to be sent to your Credential Analyst. Both of these documents are required to be completed during the *EDU 62030: Professional Learning and Practice* course:

1. Assurance Form
2. Completed Professional Dispositions Checklist

VERIFICATION OF EMPLOYMENT

In order to be issued an intern credential you must secure a teaching position with an Alliant-approved school/school district. The school site must have a [current Memorandum of Understanding \(MOU\) with Alliant](#).

UNIVERSITY INTERN CREDENTIAL BASICS

1. You must be hired as the **Teacher of Record**
 - o **Please note:** The roles of substitute teacher, long-term substitute teacher, teacher's assistant, and teacher's aide are **not** eligible for a University Intern Credential.
2. You must be offered **at least .6 FTE** (full time employment) in your credential area based on your program track and subject area.
3. Employment at private schools is **not** an option.
 - o California Intern Credentials are **not** authorized for private school settings.

CLASS SIZE AND TEACHING ACTIVITIES

The Commission on Teacher Credentialing requires that Teacher Candidates experience field experience opportunities in which ***“the full cycle of teaching activities that include assessing and analyzing student learning, and reflecting on the full cycle of instruction to plan future instruction”*** are included. Additionally, as an approved teacher preparation program, Alliant must assure that teacher candidates have opportunities to experience the full range of authorizations that will appear on their credentials. Therefore, for the purpose of video Progress Assessments, teacher candidates are required to show their ability to conduct a lesson to, at minimum, ***a small group of at least 4 students***.

If a Teacher Candidate does not have access to a minimum of 4 students for the purpose of completing their video Progress Assessment, they are asked to contact their School Site Administrator/Principal to let them know the requirements of their assignment. The Administrator will be able to help them gain access to a minimum of 4 students for the purpose of the video Progress Assessment. Additionally, Teacher Candidates are encouraged to connect with a fellow teacher at their school and collaborate and co-plan a lesson that the Teacher Candidate will teach. This way, the Teacher Candidate will have access to a minimum of 4 students and will be able to fulfill their video Progress Assessment requirements.

Per CTC Program Standard 5, the clinical practice field experience must allow candidates the ***opportunity “to lead full class instruction, supplemented with small group instruction, and individual instruction as appropriate.”*** This means that while the majority of the candidate's workday may focus on 1:1 support, the candidate will also need to show opportunities to teach in full classroom and small group instruction of at least 4 students during the work week, especially for recording their Progress Assessment assignments.

REQUIRED DOCUMENTS

1. **Verification of Employment (VOE) Form**

A district/employing agency HR representative is required to complete Alliant's VOE Form. This is attached with the **Welcome Packet** email.

The District Support Provider (DSP) must be identified on the VOE Form. This person is assigned by the employer and must meet the following qualifications:

- Possess a valid, Clear California Credential in the same exact credential area being sought by the candidate.
- Minimum 3 years of successful full time teaching experience.

The District Support Provider and University Mentor work collaboratively to ensure success of the candidate.

2. **Copy of Offer of Employment Letter/Contract**

A copy of your offer of employment letter/contract must be submitted.

3. **Statement of Release Form**

This form informs students that their degree-posted transcripts are required to be electronically submitted to CTC during the online credential recommendation process

IMPORTANT NOTE

Enrollment in the Alliant Teacher Education Program and employment in a partnering school/school district go hand-in-hand. Continuous enrollment and continuous employment are required to continue to hold a valid University Intern Credential.

The University Intern Credential is a document that is available to candidates once in their lifetime. While serving on a University Intern Credential, your credential document will have a "clock" of two (2) calendar years during which time you must successfully complete all program and state requirements. Additionally, while serving on a University Intern Credential, you will be restricted to work **only** within the school or district listed on your credential.

If at any time you need to change your employment (which will affect your restriction) or go on an academic absence (which will affect your credential "clock"), you will need to reach out to your Credential Analyst immediately.

PLANNING AHEAD

PRELIMINARY CREDENTIAL RECOMMENDATION

Upon successful completion of all program and state requirements, candidates are eligible to be recommended by Alliant's California School of Education for the Preliminary Credential.

The Preliminary Credential is valid for 5 years.

Required Documents

All of the following items **must be received by your Credential Analyst** in order to be recommended for the Preliminary Credential:

- **Verification of Hours Log/Intern Support Document**
Please send the logs from Clinical Practice I, II, III, and IV to your Credential Analyst.
- **Unofficial Alliant Transcript**
This will be pulled internally by your Credential Analyst. Your transcript must reflect completion of all credential program coursework with a minimum 3.0 cumulative GPA. No grades of D or F are permitted for successful program completers.
- **Zero Tuition Balance & No Holds on Your Account**
This will be confirmed internally by your Credential Analyst.
- **CPR Certification**
 - Candidates must have valid CPR Cards issued within the last 3 years
 - CPR Cards **MUST** show certification for all **THREE** levels of CPR: Infant, Child, and Adult.
 - Your CPR course **MUST** follow the guidelines set forth by the American Heart Association and/or the American Red Cross.
 - Here are convenient ways you can get your CPR Certification in one day:
 - ★ CPR Today Certification - Online
Course: Adult/Pediatric CPR - Adult and Pediatric (child and infant) CPR
Cost: \$23.96 with promo code WELCOME
Link: http://www.cprtoday.com/course_cost.php#fragment-2
 - ★ SimpleCPR – Online CPR Certifications for Groups & Individuals
Course: Adult-Child-Infant CPR/AED
Cost: \$19.95
Link: <https://www.simplecpr.com/adult-child-infant-cpr-aed>
- **Teaching Performance Assessment (edTPA)**
Currently, this applies to Multiple Subject and Single Subject Candidates only.
You will need to submit successful passing scores of all sections of the edTPA.
You will receive instruction on how to meet this requirement while enrolled in Clinical Practice courses.
- **Reading Instruction Competence Assessment (RICA)**
This applies to Multiple Subject and Education Specialist Candidates only.
When registering for the RICA, please designate Alliant as a recipient of your scores.
Upon successful completion of RICA, you will need to submit a scanned copy of passing scores to your Credential Analyst.

Please note:

All of the above items are required before the final Preliminary Credential recommendation can be submitted to the Commission on Teacher Credentialing.

Should any of the above be outstanding, candidates will be required to enroll in Advanced Mentoring, which is a 1-unit, out-of-pocket expense, until all program and state requirements have been met.