



WELCOME

Intern Pathway
Credentialing Orientation

Credential Department Staff

- Erika Albarran, Credential Analyst
- Jerricia Hannah, Credential Analyst
- Carmy Preston, Accreditation Liaison Officer

Orientation Agenda

- General Information
- Clinical Practice Clearance / Intern Credential Requirements
- Preliminary Credential Recommendation Requirements
- Questions
 - *Please type your questions in the chat.*
 - Please include your name and program with your question.
 - We will answer questions at the end.
 - **Per FERPA, any questions specific to your personal situation cannot be answered in this meeting.** → Please direct these to your assigned Credential Analyst via email.

Who is your Credential Analyst?

Program Track	Credential Analyst
Education Specialist Mild/Moderate: MMD & MMSN	Jerricia Hannah jerricia.Hannah@alliant.edu
Multiple Subject	Erika Albarran erika.albarran@alliant.edu
Single Subject	Erika Albarran erika.albarran@alliant.edu

General Information

◦ Alliant Email via Outlook

- All email correspondence during your program must be through your Alliant student email.
- The Alliant Student Email is through the Microsoft Outlook platform.
- Your valid email address will end with "@alliant.edu."
- DO NOT send correspondence via your personal or work emails.
- Download the Microsoft Outlook App on your phone or electronic device so that you do not miss important updates from your program.

General Information

- Important Documents:
 - Welcome Letter
 - Standard Intern Packet

PLEASE BE ADVISED:

Make it a habit of reading all items received from Alliant Staff in full.

Failure to fully read these important documents or emails from your Credential Analyst may result in a delay of your progression in the program and your credential recommendation.

General Information

What is Clinical Practice?

- Four (4) courses that span over four (4) terms during the academic year (August - May)
- These are designed to immerse candidates into the learning community and provide opportunities to develop professional skills.
- In order to begin Clinical Practice & receive an Intern Credential, candidates must receive clearance from their Credential Analyst.

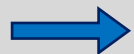
Clinical Practice Clearance

- What is Clinical Practice Clearance?

Clinical Practice Clearance & Intern Credential Requirements

- **Pre-requisite Coursework:**
 - Passing grade in EDU 62030 Professional Learning & Practice
 - Be sure to sign your *Assurance Form* and complete your *Professional Disposition Checklist Form* during this course. Submit a copy of each to your Credential Analyst.
 - Passing grade in EDU 62040 Educational Foundations
- **Certificate of Clearance** from the CTC
- **Official Undergraduate Transcripts** showing conferral of a baccalaureate degree
- **U.S. Constitution Requirement** fulfilled by [one of the following](#): 1) graduating from a CSU (UC is not applicable), 2) qualifying US Constitution Course, or 3) Exam
- **Basic Skills Requirement:**
 - Basic Skills Requirement is required for program completion and can be met via one of the [approved expanded options presented by CTC](#).
- **Subject Matter Competency:**
 - Subject Matter Competency is required for program completion and can be met via one of the [approved expanded options presented by CTC](#).
- **Acknowledgment Form:** Requires candidate signature.
- **Statement of Release:** Requires candidate signature.
- **Good Academic Standing:** "Active" Status in the Program, minimum **3.0 GPA**, and **no holds** on account
- **Verified Employment as an Intern Teacher of Record:**
 - Verification of a [current MOU](#) between Alliant and employer
 - If your district is not listed, reach out to your Credential Analyst. Please note that establishing a new MOU can take up to 8 weeks.
 - Offer of Employment letter from your employing school or school district
 - Verification of Employment Form (VOE) completed by HR and signed by the Standard intern.

READING REMINDER: This information is included in your Welcome Email / Standard Intern Packet



Contact your Credential Analyst if you are in need of an *Intern Eligibility Letter*.

Clinical Practice Clearance

- What are the Clinical Practice Clearance deadlines?
 - August Term (T2208): **August 15, 2022**
 - October Term (T2210): **October 10, 2022**
 - January Term (T2301): **January 3, 2023**
 - March Term (T2303): **February 27, 2023**
 - May Term (T2305): *Clinical Practice Not Offered*
 - June/July (T2301): *Clinical Practice Not Offered*

Clinical Practice Clearance

When submitting documents for clearance:

- 1) Email documents directly to your Credential Analyst from your Alliant Student email, or
- 2) Submit on Student Portal
 - You must let your Credential Analyst know if/when you submit your documents through the Portal.
 - Email your Credential Analyst as soon as you submit a document through the Portal.

Clinical Practice Clearance

Review of the Clearance Items in detail . . .

Pre-Requisite Coursework

Pass EDU62030 Professional Learning and Practice

- This is the first course you should be registered for by your Academic Advisor
- Please be sure to sign the *Assurance Form* and complete the *Professional Disposition Checklist Form* required in this course
- This course is often paired with EDU62040

Pass EDU62040 Educational Foundations

- This is the second course you should be registered for by your Academic Advisor
- This course is often paired with EDU62030.

Certificate of Clearance

- 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 is not the same as a clear teaching or services credential.
- The COC does not authorize the holder to provide any instruction or services in schools
- The sole purpose of the COC is to provide verification that the holder has completed a professional fitness review.

Certificate of Clearance (Cont.)

- This is a very specific type of clearance required of all Alliant candidates
- Short Term Staff Permits (STSP) / Provisional Internship Permits (PIP) do not meet this requirement
- [Certificate of Clearance Process](#):
 - Live Scan ([41-LS Form](#) from CTC)
 - Online Application on CTC website
 - Fee required by CTC

When your clearance is granted, the CTC will notify you via email.

Please forward that email directly to your Credential Analyst.

PLEASE BE ADVISED:

Your Certificate of Clearance **MUST** be granted by CTC and submitted to your Credential Analyst **PRIOR** to the start of your Second Term in the program.

Official Undergraduate Transcripts

- Usually obtained during Admissions

U.S. Constitution

- BA/BS degrees granted by the California State University (CSU) system
 - Automatically meets the U.S. Constitution requirement
 - Universities of California (UCs) do not satisfy the requirement by degree
- Qualifying Coursework:
 - Must cover the “provisions and principles of the US Constitution”
 - Must have obtained a minimum grade of “C” or better, a pass, credit, or satisfactory.
 - Must be a minimum of 2 semester units or 3 quarter units
 - *If choosing to use coursework, please email your Credential Analyst with the following information for verification:*
 - *Name of University in which the course was completed*
 - *Title of the course*
 - *Course Description from the university catalog*
- US Constitution Course or Exam
 - Link in the Standard Intern Packet

Basic Skills Requirement

- Required at the point of Admissions

- Proof of BSR will be required prior to clearance for Clinical Practice for any candidate who may have entered the program under the now-expired Executive Order.

- Options for meeting BSR

Candidates must meet one of the following newly expanded options per *AB 130*:

- **Exam Option:** Passing a qualifying examination
- **Coursework Option:** Completion of qualifying coursework
- **Combination Option:** Combination of qualifying exam and qualifying coursework

Subject Matter Competency

- Required for Clinical Practice Clearance

- Proof of SMC will be required prior to clearance for Clinical Practice for any candidate who may have entered the program under the now-expired Executive Order.

- Options for meeting SMC

Candidates must meet one of the following newly expanded options per *AB 130*:

- **Exam Option:** Passing a qualifying CSET examination
- **Approved Subject Matter Preparation Program:** Complete a Commission-Approved subject matter preparation program
- **Academic Major:** Successful completion of an academic major in the directly qualifying subject matter area
- **Coursework Option:** Completion of qualifying coursework
- **Combination Option:** Combination of qualifying exam and qualifying coursework

Acknowledgment Form

- Located in the *Welcome Email* sent by your Credential Analyst
- Please sign and send the form to your Credential Analyst via your Alliant Student Email

Statement of Release

- Located in the *Welcome Email* sent by your Credential Analyst
- Please sign and send the form to your Credential Analyst via your Alliant Student Email

Good Academic Standing

- "Active" Status in the Program
- At least a 3.0 GPA
- All financial holds must be resolved

Verified Employment as Intern Teacher of Record

- Verification of a [current MOU](#) between Alliant and employer
 - Check list from *Standard Intern Packet*.
 - If your district is not listed on the *Active MOU List*, reach out to your Credential Analyst.
 - See additional details on the next slide.
- *Offer of Employment letter* from your employing school or school district
- *Verification of Employment Form (VOE)* completed by HR

MOU (Memorandum of Understanding)

- Can candidates establish a new MOU?
 - Yes; however, the request for a new MOU MUST **be completed no later** than the Add/Drop Deadline of the term PRIOR TO THE START OF CLINICAL PRACTICE.
 - *For example, if you plan to start Clinical Practice in your 3rd term of the program, your MOU Request must be submitted no later than the Add/Drop Deadline of your 2nd term in the program.*
 - This is because establishing a new MOU can take up to 8 weeks (one full term) to complete.
 - **PLEASE NOTE:** This request process is only a *request* and we cannot guarantee that an MOU will be initiated. There are specific criteria that must be met in order to initiate an MOU with a district/school.

Intern Eligibility Letters

- Available through your Credential Analyst
- Can be issued once the following items are received:
 - ✓ Confirmation of completion of Pre-requisite Coursework
 - ✓ Certificate of Clearance from the CTC - must be posted to CTC Online
 - ✓ Official Undergraduate Transcripts
 - ✓ U.S. Constitution Requirement has been met.
 - ✓ Basic Skills Requirement has been met.
 - ✓ Subject Matter Competency has been met.
 - ✓ Signed Acknowledgment Form
 - ✓ Signed Statement of Release
 - ✓ Good Academic Standing
- May be issued earlier with a “pending completion of pre-requisite coursework” disclaimer as long as all other items have been received.

IMPORTANT NOTE:

Purpose of the University Intern Credential

Enrollment in the Alliant Teacher Education Program and employment in a partnering school/school district go *hand-in-hand*. The purpose of a University Intern Credential is to show the connection and collaboration between the approved preparation program (Alliant) and the clinical practice field supervision site (employer).

Continuous enrollment and *continuous employment* are required to continue to hold a valid University Intern Credential.

Once you receive a University Intern Credential, you must remain actively enrolled in courses and cannot drop, fail, nor withdraw from Clinical Practice.

PLEASE BE ADVISED: If you drop, fail, nor withdraw from Clinical Practice, we will be required to invalidate/turn off your University Intern Credential which will impact your employment.

IMPORTANT NOTE:

Limits of the 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.*

IMPORTANT NOTE:

Changing Districts While Enrolled

*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*.*

- You MUST contact your Credential Analyst *before you sign a new contract*.
- Your Credential Analyst will require specific documents from you before we can assist you in submitting a CTC application and fee to change the restriction on your credential.
- This process is completed via paper application through CTC, meaning *it can take up to 3 months* to complete and post to CTC Online.

PLEASE BE ADVISED: A change in employment without the involvement of your Credential Analyst could impact your status in the program as well as your employment.

Important Reminder: Alliant Email

***** REMEMBER: Always check your Alliant Email *****

- It is extremely important that you correspond using *only your Alliant-issued email*.
- This Alliant email address functions through Microsoft Outlook, not the Alliant Portal or Canvas.
- If you have not already done so, please download the Microsoft Outlook app on your phone/tablet/device and log in with your Alliant email address and password.
- This will ensure that you do not miss important messages from Alliant Staff during your time in the program.

Preliminary Credential Recommendation Requirements

- *All required program coursework complete/successfully passed*
- Minimum *3.0 GPA*
- *Zero tuition balance*
- *No Holds on Account*
- **"Active"** Status in the Program (*Candidates cannot be recommended while in "Withdrawn" Status*)
- Successful completion of *edTPAs* (ALL Candidates: Multiple Subject, Single Subject, and Education Specialist)
- *CPR Certification* (MUST include authorization for Adult, Child, and Infant CPR)
- *Intern Support Hours Log/ Verification of Hours Logs* from CP I, CP II, CP III, and CP IV
- Successful passage of *RICA* (Multiple Subject and Ed Specialist only)
- *Individual Development Plan (IDP)*
 - Required for ALL Candidates
 - Must be reviewed and signed off by the Clinical Practice Department
- ❖ *All the above items are required before the final 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 (1 unit and an out-of-pocket expense) until all program and state requirements have been met.*

Questions

- Please type your questions in the chat.
- Please include your name and program track (Education Specialist, Multiple Subject, or Single Subject) with your question.
- **REMINDER: Per FERPA, any questions specific to your personal situation cannot be answered in this meeting.**
 - Please direct these specific questions to your assigned Credential Analyst via email.
 - Please allow 1-2 business days for a response

Program Track	Credential Analyst
Education Specialist Mild/Moderate: MMD & MMSN	Jerricia Hannah jerricia.Hannah@alliant.edu
Multiple Subject	Erika Albarran erika.albarran@alliant.edu
Single Subject	Erika Albarran erika.albarran@alliant.edu