



Internship Credential Application Checklist

Submit all application items as a COMPLETE package to the Credential Analyst.

1. Go to: [Intern Forms](#)

2. Read and follow the instructions for these five forms on the webpage above:

- Internship Agreement Form
- Contact Log receipt
- Early Field Experience Verification Form (Must verify 45 hours of classroom experience.)
- Support Provider Information Form
- Support Provider Expectations

3. Submit the items listed below to the Credential Analyst as one, complete paper application:

(NOTE: This is a separate application from Admissions. All items listed are required to complete this application.)

- Information Cover Sheet, found here: [Applying for your Intern Credential](#)
- Advising Form signed by the CSUMB Program Coordinator. (Request this form via email from your Program Coordinator.)
- Copy of either the [Basic Skills Submission Form](#) or CBEST official score report
- Copy of CSET official score report, appropriate waiver letter, or qualifying Bachelor’s Degree major
- Unofficial transcripts** verifying all of the following:
 - B.A. degree
 - U.S. Constitution (The following may be considered: History prior to 1875, Political Science Course, or exam.)

- Valid Certificate of Clearance or Sub Permit. A CTC screenshot with issuance and expire date is acceptable.
- Proof of enrollment in CSUMB Internship Program coursework (unofficial transcript or printed enrollment schedule)
- Job offer letter, signed by the district. District MUST have a current agreement with CSUMB on file.

(Note to Secondary candidates: If the job offer letter does not list the subject areas you will be teaching, and is not on district letterhead, please ask the district to send an email to you with this information and include a printout of the email with your application packet.)

- Pay the \$25 Credential Application Processing Fee here: [Cashnet – Credential Processing Fee](#)
- Include a copy of your “Cashnet – Credential Processing Fee” receipt

I have compiled all items listed that are required for my credential application, and understand that submission of false or altered documentation may result in the permanent withdrawal of my credential recommendation.

Signature: _____

Date: _____

To submit your application:

1. Submit your complete application packet to: chvillanueva@csumb.edu
2. Check the email address you gave on the Information Cover Sheet daily for CTC online credential payment instructions to arrive

Please note: It is the responsibility of the applicant to gather ALL necessary materials into one, complete application package, and submit it to the Credential Analyst. When the application is evaluated, an email will be sent if items are missing. It is the responsibility of the applicant to be checking the email address they have given on their Information Cover Sheet for any communication regarding their application or recommendation. Processing time is two weeks from the time any missing items are received. Items submitted for an application will not be returned to the applicant.

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