

IMPORTANT INFORMATION FOR INTERNS SCHEDULED TO COMPLETE FALL 2024

Intern credentials **WILL BE DISCONTINUED IN FEBRUARY 2025** if you have not applied for the Preliminary credential and you are no longer participating in the Internship program.

You may not continue employment on the Internship credential into the Spring 2025 semester if you meet all requirements for the Preliminary credential. This includes:

- Credential courses with a 3.0 GPA and final grades are posted
- Successful completion of FAST
- Subject matter competency
- Passage of RICA (Multiple Subject/Education Specialist candidates)
- CPR training for infants, children and adults

If you meet all requirements, you must apply for your credential starting January 2025.

Any outstanding paperwork previously requested by the Internship program office must be submitted prior to applying for your Preliminary credential. Upon processing your application, the Credential Analyst will verify with the Internship office if all requirements have been submitted. Failure to submit required paperwork will delay the processing of your application.

CONTINUING INTERNS

If you are continuing on the intern credential into the Spring 2025 semester, you will register for a fieldwork course (EHD 160A for Multiple Subject interns, EHD 155B for Single Subject and SPED 160F for Education Specialist). The Commission on Teacher Credentialing requires universities to continue supervision of interns. Failure to register and remain enrolled while working on the intern credential will result in the credential being discontinued. *Tuition and Internship fees will apply.*

RICA NOT YET PASSED (Multiple Subject/Education Specialist)

OPTION 1: Continue as an intern; see the information above. Notify the Internship office *immediately.*

OPTION 2: If you decide NOT to continue as an intern, notify the Internship office *immediately.*

The Credential Analyst will contact the Commission on Teacher Credentialing to stop out your credential. Discuss with your employer other options to continue your employment on another permit, such as a Short-Term Staff Permit to cover your services. Please be advised you may not return to a university internship.

Questions regarding the continuation of your intern program for Spring 2025 are to be directed to the Internship office.