



Requirements for the Multiple Subject and Single Subject University Teaching Internship Credentials

To qualify for an Internship Credential from the California Commission on Teacher Credentialing, students must be enrolled in the multiple or single subject credential program and meet all of the following requirements and have a commitment in writing from a school district for employment. For further information, contact teachered@usfca.edu or (415) 422-6481.

	REQUIREMENT and EVIDENCE NEEDED	COMMENTS	Have you met this requirement?
1.	Employment verification: A current contract or letter indicating an offer of employment (at least .60 FTE or 3 classes) in SFUSD, OUSD or other local district. You must be the teacher of record, not a substitute.		
2.	Bachelor's degree or higher from an accredited institution of higher education posted on official transcripts. Transcripts do not need to be in a sealed envelope. Note: If hired by district for Bilingual Authorization (formerly BCLAD) position, must also show evidence of passing CTC approved language test.		
3.	Verification of admission and enrollment in the USF School of Education Multiple or Single Subjects credential program. All candidates must complete the following: <ul style="list-style-type: none"> • TEC 610 Learning & Teaching (3) • TEC 611 Ed of Bilingual Children (3) • TEC 600 Teaching Learning & Technology (2) MS Candidates must also complete: <ul style="list-style-type: none"> • TEC 621 MS C&I: Early Literacy (3) SS Candidates must also complete ONE of the following: <ul style="list-style-type: none"> • TEC 615 SS C&I: Math & Science (3) • TEC 628 SS C&I: English (3) • TEC 629 SS C&I: Social Science • TEC 617 SS C&I: Teaching Fields -or- • TEC 622 Academic Literacy 	We can access this information, so no documentation is needed.	
4.	Copy of report showing passing of the California Basic Educational Skills Test (CBEST) or the Multiple Subject CSET Writing Skills Exam	This should be in your file if you applied to the MS or SS credential program.	
5.	Verification of subject matter competency: <ol style="list-style-type: none"> a) Multiple Subjects: Pass CSET exams. b) Single Subject: Pass CSET exams. 	This should be in your file if you applied to the MS or SS credential program. Score reports can be ordered through this website: http://www.ctcexams.nesinc.com/	
6.	Completion of the U.S. Constitution requirement. <ol style="list-style-type: none"> a) Have the USF Credential Analyst (ED 033) review your transcript for a course that may qualify. b) Take a CTC approved course or exam. The USF constitution exam is available online. 	You may contact our Credential Analyst for transcript review or online exam information at (415) 422-2117 or credentialanalyst@usfca.edu .	
7.	Fingerprint clearance or photocopy of prior California credential or permit. CCTC website: http://www.ctc.ca.gov/help/application/cert-of-clear.html	You can access this information from the CCTC website if you have no paper copy of your emergency permit or your pre-intern credential.	
8.	Verification of a current TB test showing negative results; must be within past 2 years.	Usually a part of your school district application or pre-intern certificate.	