

**Intern Administrative Services Credential Program  
Admission Request Form**

There is an admission process to the university intern credential program. Please complete this application form and submit it with the supporting documentation to your credential analyst.

- You must be in good academic standing.
- Do not present yourself to a school district as “intern eligible” unless you have the letter of confirmation.

Name:		ID #:	
Address:			
City:		State, Zip:	
Home Ph:		Cell Ph:	
E-Mail:	@laverne.edu	Work Ph:	
I am seeking admission to the following university program:		<input type="checkbox"/> Intern Administrative Services Credential	

Have you met the prerequisites for intern eligibility?			Verified – Office Use
Requirement	Date		
Basic Skills Requirement <input type="checkbox"/> Bachelor’s degree <input type="checkbox"/> Coursework <input type="checkbox"/> CBEST <input type="checkbox"/> Other			BACH BSRCE BSRCW EDCB
Valid prerequisite credential <input type="checkbox"/> Education Specialist <input type="checkbox"/> Multiple Subject <input type="checkbox"/> Pupil Personnel Services <input type="checkbox"/> Single Subject <input type="checkbox"/> Other... Enter title:	Expiration date of this credential:  If the prerequisite credential will expire soon, this can affect the expiration date of the intern credential.		
Letter from Human Resources on school district letterhead verifying five years of full-time experience under prerequisite credential.	Number of Years:  School district:		
Prerequisite Courses	Date/Term	Grade	Verified
<input type="checkbox"/> EDLD 568 CalAPA Introductory Seminar			
<input type="checkbox"/> EDLD 572 Foundations of Educational Leadership			
<input type="checkbox"/> EDLD 570 Instructional Leadership <input type="checkbox"/> EDLD 571 Human Resource Administration	Verification of enrollment		

School District Information: Complete this section if you are having discussions with a school district about an internship position. We need to check if we have an MOU in place with the school district.			Verified – Office Use
District:			MOU?
Proposed assignment:			
Name of District/School Site Support Supervisor:		Title:	
Support Supervisor Email:		Phone:	

Name:		ID #:	
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**Important Notes:**

- ❖ The Internship Credential is valid for two (2) years. You MUST complete the Preliminary Administrative Services Credential program requirements within that time frame.
- ❖ If your school district changes your assignment, you MUST communicate with the program chair and your advisor. We need to know when you have a new assignment.
- ❖ You MUST continue to take the courses in the Preliminary Administrative Services Credential program, maintain satisfactory academic progress (good academic standing), and demonstrate the professional dispositions expected of school administrators.
- ❖ You will meet regularly with your CalAPA Intro/Completion (EDLD 568 and EDLD 582) university fieldwork supervisor for guidance, mentorship, and support.
- ❖ You will meet with the PASC Program Chair for additional support/mentorship as needed.
- ❖ Failure to meet these requirements will result in being dropped from the internship program. If you are dropped from the university intern program, the university must notify the California Commission on Teacher Credentialing and the employing school district.

I have read and understand the statements above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b>			
Title	Signature	Reviewed	Date
Cred Analyst		Prerequisites Verified	
Program Chair		Intern Eligibility Approved	
Notes:			

**Additional Information**

- If you are intern eligible, your credential analyst can provide you with an intern eligibility letter. You can use this letter to apply for administrative positions.
- When a school district offers you employment as an administrator, the following steps must take place:
  - Step #1: The university must confirm we have an internship agreement (MOU) with the district.
  - Step #2: The school district will write a letter confirming they want to hire you for an administrative position that requires the Administrative Services Credential. The letter should include the requested issuance date.
  - Step #3: Your credential analyst will provide you with a credential application form to complete. Your credential analyst will assist you with the application process with the California Commission on Teacher Credentialing.