

INTERNSHIP PPS CREDENTIAL PROCESS

STEP 1

- Read the *Internship Handbook* to understand the obligations of the candidate, university, and school district participating in the Internship Program <https://education.laverne.edu/counseling/internship-credential/>

STEP 2

- Complete Part I of the application and send it with requested documentation to the Internship Program Director.

STEP 3

- An Internship Committee determines eligibility.
- The applicant receives notification of eligibility.
- A copy of the eligibility letter is sent to the candidate and placed in their file.

STEP 4

- When the candidate receives a job offer, they complete Part II of the application and sends it to the Internship Program Director.

STEP 5

- The Internship Program Director confirms the university has an Affiliate Agreement with the hiring district.

STEP 6

- The Credential Analyst guides the candidate through the credential recommendation process.