



State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

### VERIFICATION OF REQUIREMENTS For the Provisional Internship Permit

This form must be completed by the employing agency and submitted with each application for a Provisional Internship Permit.

Name of Applicant Brooks Emerson

SSN \_\_\_\_\_

Name of Employing Agency Santa Rosa City Schools

County/District/CDS Code Sonoma 049/Santa Rosa City Schools 086

☐ Multiple Subject

☐ Single Subject - Specify subject(s): \_\_\_\_\_

☒ Education Specialist - Specify specialty area(s): SDC-Mild/Moderate

By submitting this form, the employing agency named above verifies that items 1-6 have been completed.

1. A diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher by the following methods and verification of such recruitment efforts is attached:

**Required** recruitment methods (provide photocopies of **all** of the following 3 methods):

- ☒ Distributed job announcements
- ☒ Contacted college or university placement centers
- ☒ Advertised on the Internet

**Optional** recruitment methods (in addition to the required methods above):

- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted California teacher recruitment centers
- ☐ Advertised in local/national newspapers
- ☐ Other (explain) \_\_\_\_\_

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit
3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

☒ **Public School District**

Public notice was presented as an action item on the governing board agenda and acted upon favorably. A copy of the agenda item is attached.

(continued)

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

☐ **County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools**

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

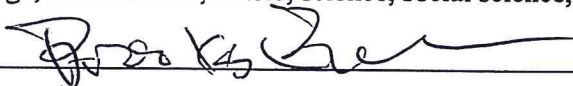
Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

☒ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

Applicant Signature

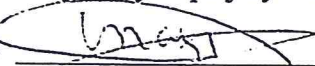


**Employing Agency Certification**

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature



Title

**Director, Human Resources**

Date

**July 18, 2018**

## Sonoma State University

## Sonoma State University

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Elementary, Middle and High Schools, Extended Care Programs and Preschools, Charter Schools and Alternative Programs are represented and looking for qualified personnel

12345

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## Educator Job Fair April 6, 2018

### Information for Employers

You are invited to host a table at the Sonoma State University School of Education Educator Job Fair, a targeted recruitment event that provides employers and local educational organizations the opportunity to meet and interview outstanding teacher and administrator candidates from the School of Education's outstanding credential and graduate programs. You will have the opportunity to share information about your school, district or organization, recruit for current openings or collect resumes for anticipated openings. We encourage you to register and attend, even if you are uncertain about your staffing needs. Registration fee includes one table, 2 chairs, a parking permit and free access to wifi.

#### Event Time and Place

1:00-4:00 PM on Friday, April 6, 2018  
 Location: The Student Center Ballroom  
 Sonoma State University  
 1801 East Cotati Avenue  
 Rohnert Park, CA 94928

#### About Employer/Exhibitor Registration

Registration fee is \$150.00, payable only by credit card online through a Box Office ticketing system. Upon completion of registration, a generic ticket will be issued.

[Submit Employer Registration](#)

Please contact Maricela Ibarra at [maricela.ibarra@sonoma.edu](mailto:maricela.ibarra@sonoma.edu) or 707-664-2593 for more information.

## Agenda

Employer Check In and Set-Up: 11:00 AM -1:00 PM

Doors Open to Job Seekers: 1:00 PM

Clean Up: 4:00-5:00 PM

## Who Will Attend the Fair?

Qualified teachers and administrators seeking employment in local schools, districts and organizations

Current Sonoma State University Credential Candidates and Graduate Students

Recent graduates of our Credential and Graduate Programs

Undergraduates in our Early Childhood Studies program or pre-credential track

Local education professionals

## What to Bring

Information about your school and district or organization

Listings of current or anticipated openings within your school system

You will have the opportunity to collect resumes and speak directly with job candidates

Lunch (snacks provided!)

## What We Provide Employers

6' rectangular table, tablecloth, if needed, and 2 chairs

2 Reserved Lot Parking Permits (additional passes may be purchased onsite at parking information kiosks for \$5- \$8 each).

Wireless internet access

Light refreshments

A roster of all registered job seekers - after the fair

Break out tables and semi-private areas will be available for on the spot interviews, first come, first served.

## List of Employers for the 2018 Educator Job Fair

## Questions?

Contact the School of Education, 707-664-2593 for more information about the fair or email Maricela Ibarra at [maricela.ibarra@sonoma.edu](mailto:maricela.ibarra@sonoma.edu).

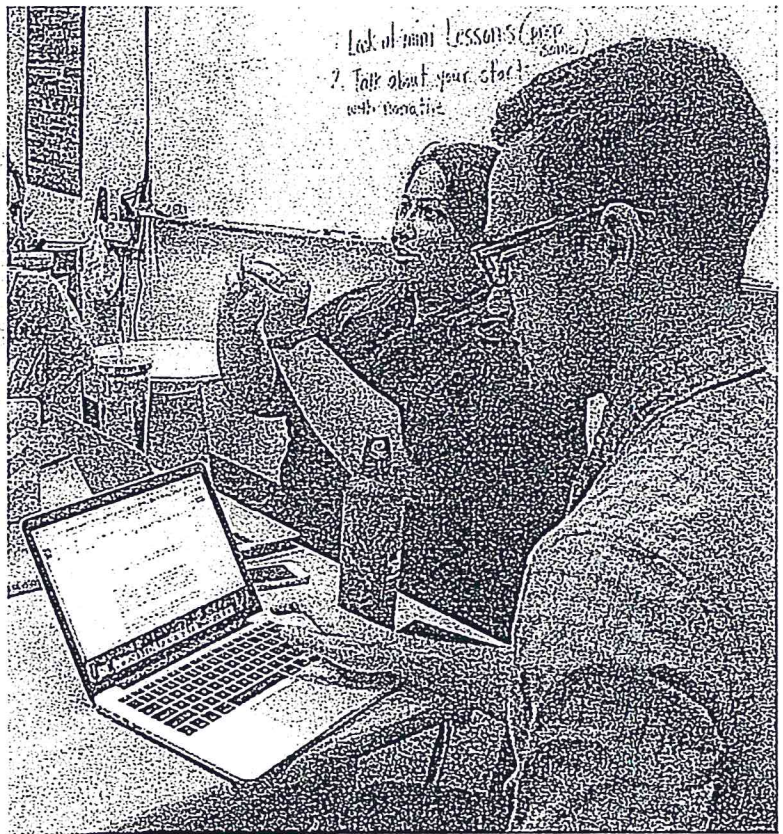
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# SAVE THE DATE

03/03/18



## 2018 JOB FAIR

Saturday, March 3

9:00a.m.-12:00p.m.

Sonoma County Office of Education

5340 Skylane Blvd., Santa Rosa



**Sonoma County**  
Office of Education



## HUMBOLDT STATE UNIVERSITY

Thank you for registering for Humboldt State University's Educator Job Fair. We are delighted that your organization will be joining our event on Wednesday, March 28, 2018. The schedule is as follows:

3:00 - 4:00	Check-in and Set-up - Kate Buchanan Room This is an opportunity to set up your table and displays, as well as obtain information from us (informational packets, name tags, evaluation form, etc.). Light appetizers and coffee will be available.
4:00- 7:00	Educator Job Fair You will have the opportunity to interact with numerous students from Humboldt State University. They will want to know more about what your organization does, what types of opportunities are available, what kind of training and education your organization looks for, application procedures and suggestions on what they can do now to become more employable in their field of study. Please bring ample copies of applications or other handouts.
7:00- 8:00	Display Take-down and Check-out

### Humboldt State University Campus Map & Parking

Printable copy of the Humboldt State University map in PDF form at is available at:

<http://www.humboldt.edu/humboldt/maps>. Parking is available at any General Parking (G on the map) or Faculty/Staff Parking (FS on map). Parking Permits will be sent electronically before the event. The closest parking lot to the event is FS - 6 on the map. NOTE: If you have materials that need to be unloaded, we will have an assistant available on Plaza Avenue (see map) between 3:00 p.m. and 4:00 p.m.

### How to Ship Materials

For extra convenience, you may ship boxes, packages, and displays ahead of time and we will make sure they are ready and waiting for you at your recruiting table the day of Educator Job Fair. Please clearly mark your company/organization name on each package.

Ship to: Academic & Career Advising Center  
Attention: AMY MARTIN FOR EDUCATOR JOB FAIR  
Humboldt State University  
1 Harpst Street  
Arcata, CA 95521-8299

Receipt:  
Once your payment has been received and processed you will receive a receipt from HSU Financial Services.

REFUND POLICY: Registration fee will be refunded if cancellation is received by 5:00 p.m. on Friday, March 16, 2018. No refunds for cancellations after March 16, 2018.

We look forward to seeing you on March 28th and hope this program provides an excellent format to connect your organization with Humboldt State University students. Please let us know if you have any questions. Our phone number is (707) 826-5455; FAX number is (707) 826-5473.

## SCROLL DOWN FOR PAYMENT FORM

# academic & career

ADVISING CENTER

*Humboldt State University, Wednesday, March 28, 2018*

## Payment Information - Educator's Job Fair

Organization

Name of Representative

Position Title

Address

City, State, Zip

Phone

Fax

E-mail

Web Site

### Registration Fee Structure: Fair Registration

Single Booth ☐ \$125

### CREDIT CARD OR E-CHECK PAYMENT:

To pay by credit card or e-check please click on the link below and select "Career Center":

<http://commerce.cashnet.com/humboldthmo>

### CHECK PAYMENT:

If paying by check, please make check payable to: Humboldt State University

and mail with this form to:

Humboldt State University Cashier's Office  
1 Harpst Street, SBS Room 285  
Arcata, CA 95521

Please call us at 707-826-5455 if you have questions.