



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

Email: credentials@ctc.ca.gov
Website: 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 Emily Wagner

SSN _____

Name of Employing Agency Santa Rosa City Schools

County/District/CDS Code 49-10496

☐ Multiple Subject

☐ Single Subject - Specify subject(s): _____

☒ Education Specialist - Specify specialty area(s): RSP

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

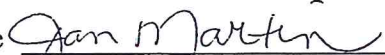
☐ I understand that I must complete core academic area subject matter to enroll in an intern program for the Education Specialist Instruction Preliminary Credential (academic areas include art, English, foreign language, mathematics, music, science, social science, and multiple subjects)

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 Human Resources Technician

Date 7/17/18

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 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.

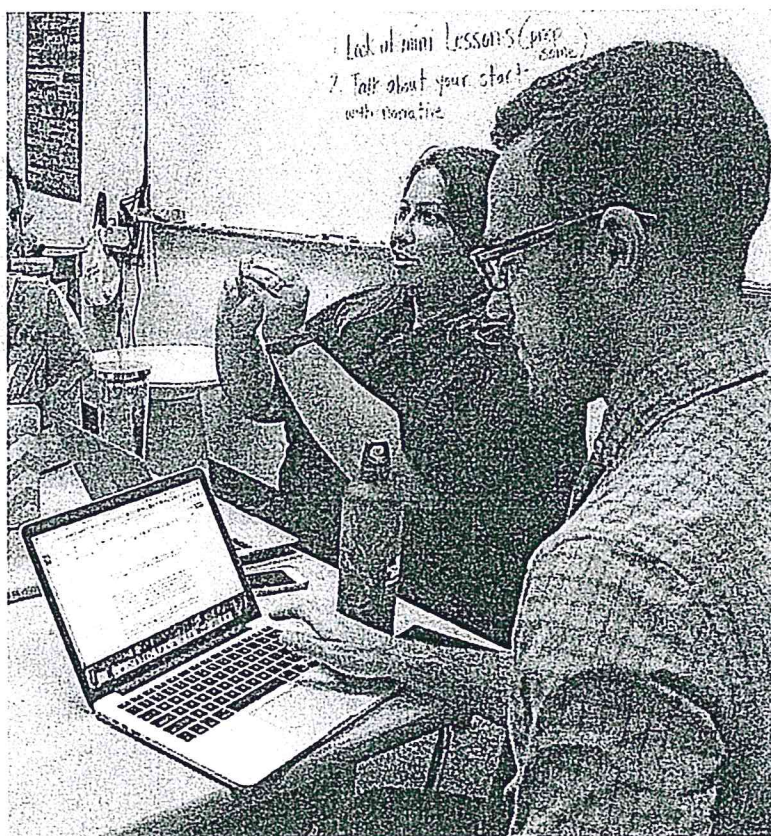
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SAVE THE DATE

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

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.



State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

PROVISIONAL INTERNSHIP PERMIT

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

In addition, individuals who previously passed subject matter exams in an area other than an NCLB core academic subject area may now find they are unable to enter an intern program to obtain the preliminary education specialist credential. Persons in this circumstance may also be issued the PIP to allow time for them to complete subject matter in an NCLB core academic subject area.

The PIP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the PIP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, charter school, or statewide agency.

The PIP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer emergency permits may be issued one PIP as long as the employer requirements have been met. Individuals who were issued five emergency permits do not qualify for the PIP.

Requirements for Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university
2. Satisfy the basic skills requirement. See Commission leaflet CL-667, entitled *Basic Skills Requirement* for additional information.
3. Successful completion of course work for the permit type requested, as specified below:

Single Subject: A degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit.*

For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in Foundational-Level General Science, an individual has two options. First is to verify a bachelor's or higher degree in science. This includes biological science, chemistry, geoscience, physics, and science areas that fall within these broad categories such as anatomy, earth science, and oceanography. This does not include a degree in health science. Second is to verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

The statutory subjects available for Single Subject Provisional Internship Permit are as follows:

Agriculture	Physical Education
Art	Science: Biological Sciences
Business	Science: Chemistry
English	Science: Geosciences
Foundational-Level General Science	Science: Physics
Foundational-Level Mathematics	Social Science
Health Science	World Language: English Language
Home Economics	Development
Industrial and Technology Education	World Languages-Languages other
Mathematics	than English (<u>specify</u>)
Music	

Multiple Subject: A degree major in liberal studies or 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.* Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

Education Specialist: Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum of nine semester units of course work in special education or in a combination of special education and general education.*

Areas of specialization for the Education Specialist PIP include:

Mild/Moderate Disabilities	Deaf and Hard of Hearing
Moderate/Severe Disabilities	Physical and Health Impairments
Visual Impairments	Language and Academic Development

The PIP may not be issued in the specialty area of Early Childhood Special Education alone as subject matter competence is not required for the issuance of a credential.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)

* *Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations, the individual will not qualify for the PIP.*

4. The employing agency must verify all of the following on the form entitled *Verification of Requirements for the Provisional Internship Permit* (form CL-857) with each request for the Provisional Internship Permit:

- A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern teacher. Diligent search must include, but is not limited to, distributing job

announcements, contacting college and university placement centers, and advertising in print or electronic media. Copies of all recruitment efforts must be submitted with the application packet.

- The employer has provided orientation, guidance and assistance to the permit holder
- The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- The employing agency will assist the permit holder 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
- The candidate has been apprised of steps to earn a credential and enroll in an intern program
- The employing agency will ensure a notice of intent to employ the applicant in the identified position has been made

Public school districts must present this notice to the governing board in a public meeting with a signed statement from the superintendent, or his or her designee, and verification that the item was acted upon favorably. **This must be an action item on the agenda and not part of the consent agenda.** A copy of the agenda item must be submitted with the application packet.

County offices of education, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, statewide agencies, and charter schools must submit a copy of the dated public notice that was posted 72 hours prior to the position being filled.

5. Completed application (form 41-4), processing fee, and if not previously submitted, a completed Live Scan receipt (form 41-LS)

One-Time Renewal

For a PIP initially issued **before October 1, 2013**, the employing agency may request a one-time only renewal if the holder has taken but not passed **all** the subject matter examinations appropriate to the credential that authorizes the service listed on the permit.* The holder of an Education Specialist PIP must take all appropriate subject matter examinations as determined by the recommending college or university. The renewal packet should include an application (form 41-4), a new Verification of Requirements for the Provisional Internship Permit (form CL-857) including all appropriate documentation, and current processing fee.

- *If the holder has passed all appropriate subject matter exams, he or she should contact a California college or university or school district with a Commission-approved intern program regarding enrollment.*

- * The last date to submit an application for the Provisional Internship Permit in one of the Specialized Science content areas was January 1, 2015. The Provisional Internship Permit (only those initially issued prior to October 1, 2013) can no longer be reissued in one of these content areas.

Individuals may have been issued one Education Specialist PIP and during its term passed subject matter exams in an area other than an NCLB core academic subject area. As a temporary policy, the Commission allowed these persons to renew the Education Specialist PIP for another year to allow time to complete

subject matter in an NCLB core academic subject area. This policy ended July 1, 2012. NCLB core academic single subject areas include:

- ❖ Art
- ❖ English
- ❖ Foreign Language
- ❖ Mathematics, including Foundational-Level Mathematics
- ❖ Music
- ❖ Science, including Foundational-Level General Science and Specialized Science
- ❖ Social Science

In addition, the elementary level is an NCLB Core Academic Subject Area which may be demonstrated in California by passing the appropriate Commission-approved examinations for the Multiple Subject Credential.

Authorization

The Multiple Subject PIP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject PIP may serve in a core or team teaching setting.*

The Single Subject PIP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults).*

The Education Specialist PIP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, and resource rooms.*

* *All PIPs are issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the specified grade level(s) and settings.*

Bilingual Authorizations

Bilingual Authorizations may be requested by the employing agency and added directly to a PIP document if target-language proficiency has been verified. Additional information may be found in Coded Correspondence 10-07.

Individuals may verify target-language proficiency by one of the following methods:

- Pass Test II or III (depending on the specific language) of the CSET: World Languages Examinations in the target language. Passing exam scores are valid for five years from the individual test date.
- If Test II or III of the CSET: World Languages Examination is not available, pass an assessment performed by an approved organization covering the integrated communication skills of listening, speaking, reading and writing in the target language

- Pass an assessment covering the integrated communication skills of listening, speaking, reading and writing administered by a California college or university as a part of its Commission-approved bilingual authorization program in the target language
- Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language
- Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

Period of Validity

The PIP will be issued for one year.

Reference: Title 5, California Code of Regulations, Section 80021.1