



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 Joanna Elizabeth Hakala

SSN _____

Name of Employing Agency Santa Rosa City Schools District

County/District/CDS Code 49/86/70920

☐ Multiple Subject

☒ Single Subject - Specify subject(s): Foreign Language: French

☐ Education Specialist - Specify specialty area(s): _____

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 _____ *Jamra Osee*

Title Human Resources Technician

Date 10-14-19



sonoma county school districts'

MARCH 2 2019 JOB FAIR

9:00am - 11:00am

Sonoma County Office of Education
Teacher Learning Center
5340 Skylane Blvd. Santa Rosa 95403

Participating school districts

Bellevue, Bennett Valley, Cloverdale,
Cotati-Rohnert Park, Forestville, Guerneville,
Healdsburg, Kashia, Oak Grove, Old Adobe,
Petaluma, Rincon Valley, Roseland, Santa Rosa City,
Sebastopol, Sonoma County Office of Education,
Sonoma Valley, West Sonoma County, Windsor,
Wright

This is a one-of-a-kind opportunity for
credentialed teachers + interns looking
to work in Sonoma County schools to meet
face-to-face with representatives
from hiring school districts.
Administrators will be onsite to screen
and interview applicants.

Questions?

Visit scoe.org/jobfair
to get important details
on how to come prepared.
Pre-filled paperwork is required.
You can also contact
Susie Truelove at
struelove@scoe.org
or (707) 524-2677



Sonoma County
Office of Education



2019 Educator Job Fair

brought to you by

School of Education

Fri, Mar. 29 2019 - 1:00 PM

Check in begins at 11:00am

Student Center Ballroom

Order #287710 Price: \$200.00



SONOMA STATE UNIVERSITY

PARKING ON THE SSU CAMPUS

Parking regulations, including timed zones, are enforced seven days a week, 24 hours a day. Vehicles are required to display a valid parking permit. Daily passes can be purchased at the yellow parking permit machines located near the entrance of most parking lots or at one of the parking information centers for \$5.00 per day.

For more information, visit:
sonoma.edu/ps/parking

BOX OFFICE

The Box Office is located on the first floor of the Student Center. Remote Box Offices will open at least one hour prior to the start time at the event location.

Box Office business hours are Monday-Friday, 10:00am-6:00pm. The Box Office can be reached at 707-664-4246 or tickets@sonoma.edu

TERMS

NO REFUNDS. TICKET IS NOT REDEEMABLE FOR CASH. PROGRAMS AND PERFORMERS SUBJECT TO CHANGE. LATECOMERS MAY BE SEATED AT THE DISCRETION OF SONOMA STATE UNIVERSITY. Video, still photography, and/or sound recording of any performance or the possession of any device for video, still photography and/or sound recording, without the written permission of Sonoma State University, is prohibited by law. Sonoma State University reserves the right to refuse admission to the event, to request any ticket holder to leave the venue, and/or to take any appropriate action to enforce these rights. This event may be filmed or recorded by Sonoma State University for future broadcast. Photo and/or video of the audience or individuals in the audience may be included in these recordings. Your attendance at this event shall be deemed as your consent to have your image or likeness appear in any live or recorded video display or other transmission or reproduction of the event in whole or in part. Purchased tickets are subject to our ticketing policy, located online at tickets.sonoma.edu. Ticket exchanges (subject to fees and availability) must be performed by 6:00 p.m. the last business day before the show. Call the Box Office at 707-664-4246 to exchange your tickets. Ticket donations are accepted up to one hour prior to the event's start time. To donate your tickets, please call the Box Office at 707-664-4246. Patrons may also email ticket donations to tickets@sonoma.edu with the purchaser's name and order number. PLEASE SWITCH OFF YOUR CELL PHONES AND OTHER ELECTRONIC DEVICES.