

Education Specialist (Special Education) Intern Program Description

As of Fall 2018

To be eligible for the Sonoma State University Education Specialist Internship program **you must have completed the following:**

- Pre-screening/initial advising with the Intern Program Advisor
- Admission to the Education Specialist Program
- Admission to Sonoma State University
- Statutory Requirements
- Pre-service Requirements
- Intern Program Application Evaluation Form

The Education Specialist Intern Program is offered in partnership with
North Coast School of Education
http://www.ncsoe.org/pub/ncs_docs/new-intern-overview.html

Pre-screening/initial advising

Please contact Dr. Suzanne O’Keeffe at okeeffes@sonoma.edu or 707-664-2084

Admission to the Education Specialist Program

You can find information and the application for the Education Specialist Program at the following website:

http://www.sonoma.edu/education/application_docs/basic_application_prelim_es.pdf

Documentation to accompany the application includes:

- Statement of Professional Goals
- Two current (within the last six months) professional letters of recommendation
- One set of Official transcripts from all universities and colleges attended
- Verification of having completed 45 hours of Pre-program field experience within the age group you will be teaching
- Documentation of university Graduate/Postbac Admission

Admission to Sonoma State University

- You must apply to SSU as a graduate student via Cal state Apply
- If the deadline period for an application has passed please contact School of Education Credentials Office at 707-664-2832

Statutory Requirements

- Verification of U.S. Constitution (college level course or exam)
- CSET Exam/Subject Matter Waiver (verification of passage of exams or subject matter waiver program)
- Basic Skills Requirement (i.e. passage of CBEST exam; OR passage of CSET: Multiple Subject plus Writing Skills passage; OR via other alternatives established by CCTC after July 31, 2007)
- Copy of valid TB test (negative results & not older than 60 days)
- Verification of Fingerprints: submit one of the following documents
 - Valid or expired Emergency Substitute Teaching Permit
 - Valid or expired Short Term Staff Permit (STSP) OR Provisional Intern Permit (PIP)
 - Valid or expired California multiple or single subject teaching credential OR
 - Certificate of Clearance

Pre-service Requirements. These are met by the completing the coursework OR holding a valid Multiple or Single Subject credential with authorization to teach English learners:

Pre-service Requirement	Met by Courses
<input type="checkbox"/> Classroom Management and Planning.	EDSP 421A & B
<input type="checkbox"/> Communication Skills including Reading <input type="checkbox"/> Teaching English Learners	EDSS 446
<input type="checkbox"/> Specialty Specific Pedagogy	EDSP 400
<input type="checkbox"/> Developmentally Appropriate Teaching Practices	EDSP 400 EDSP 421A & B

Legal Information Requirement: This must cover Illegal Discrimination, Sexual Harassment, and Child Abuse. It can be met by viewing the School of Education Legal Seminar Videocast and passing a test related to the content of that video OR by providing documentation showing you have met this requirement through other training.

Intern Program Application and filing for your Intern Credential

1. Employment verification.
 - This must be verified by a letter of employment, on official letterhead from the employing school or district, verifying the date employment begins, the type of assignment and location, and whether it is a full time or part time position (if it is part time the letter needs to specify the percentage of time you will be working)
2. Completion of Intern Program Application Evaluation Form
3. Passed the Intern Application Interview process (*based on academic progress and professional dispositions and responsibilities*)
4. SSU will file for your intern credential once all requirements are met. Your intern credential will have an issuance date reflecting the date requirements were completed. Our SSU Credentials Office will assist you in filing for your intern credential.

***Please check with your district of employment for CPR verification requirement.*

If you have further questions please contact **Dr. Suzanne O’Keeffe**, Intern Program Coordinator for the Education Specialist Credential Program at okeeffes@sonoma.edu or call 707-664-2084.

Education Specialist (ES) Intern Program Application Evaluation Form

Name:		Date:
<input type="checkbox"/> Mild/Moderate (M/M)	<input type="checkbox"/> Moderate Severe (M/S)	Student ID#
Have you previously held an ES Intern Credential? Yes/No		
Step 1: Program Overview (to be completed by Intern Advisor)		
I have met with the Intern Program Advisor and reviewed the basic program structure and expectations.		
_____ I am seeking an Intern Ready Letter _____ I am seeking approval to join the Intern Program		
_____		_____
Signature of Intern Advisor		Date
Step 2: Admissions Requirements (to be completed by Credential Office)		
<input type="checkbox"/> I am a current student in the Education Specialist (ES) Credential Program OR		
<input type="checkbox"/> My application to the ES credential program and to SSU is complete and I hold a current multiple or single subject credential		
Statutory Requirements		
<input type="checkbox"/> I have met the US constitution requirement.		
<input type="checkbox"/> I have passed all required subsets of the CSET or a subject matter waiver program.		
<input type="checkbox"/> I have passed the Basic Skills Requirement.		
<input type="checkbox"/> I have a valid negative TB test on file.		
<input type="checkbox"/> I have verification of fingerprints on file. (Certificate of Clearance)		
Legal Information Requirement		
<input type="checkbox"/> I have viewed the Legal Seminar and passed the related test or I have submitted documentation that I have met this requirement through other training.		
Approval		
<input type="checkbox"/> I have met with the Credential Analyst signifying that I have met all admission/statutory requirements.		
_____		_____
Signature of Credential Analyst		Date
Step 3: Pre-Service Requirements (to be completed by Intern Advisor)		
<input type="checkbox"/> I hold a current multiple or single subject credential with EL authorization including a class on special education OR		
<input type="checkbox"/> <i>Classroom Management and Planning:</i> I have taken EDSP 421 A&B and		
<input type="checkbox"/> <i>Communication Skills including Reading:</i> I have taken EDSS 446 and		
<input type="checkbox"/> <i>Specialty Specific Pedagogy:</i> I have taken EDSP 400 and		
<input type="checkbox"/> <i>Developmentally Appropriate Teaching Practices:</i> I have taken EDSP 400 and EDSP 421 A&B and		
<input type="checkbox"/> <i>Teaching English Learners:</i> I have taken EDSS 446		
Program Requirements and Expectations		
_____ I understand that I will be required to reduce my unit load to 12 units each semester.		
_____ I understand that I must enroll in EDSP 481 each semester of participation regardless of course load.		
_____ I understand that I must enroll and participate in the NCBTP as an intern.		
_____ I understand that I must maintain a 3.0 cumulative GPA and remain in good standing in the program.		
_____ I have and agree to my revised program plan that outlines the courses needed to complete my program.		
_____ I understand that I must complete all coursework for the Intern Credential within two years.		
_____ I realize that I must have a formal job offer (>49%) as a special educator to be intern eligible.		
_____ I realize that having a job offer does not ensure my acceptance into the intern program.		
I understand & agree to the provisions noted above,		
_____		_____
Signature of Candidate		Date
(over)		

Education Specialist (ES) Intern Program Application Evaluation Form

Step 4: Initial Approval

- I have met with my advisor signifying that I am in good standing in the program and may seek:
_____ Intern Ready Letter _____ Internship Credential

Signature of Intern Advisor

Date

Step 5: Concluding Approvals/Admissions

- I have a *job offer with/at:
- District/County: _____
 - Position: _____
 - Credential emphasis needed for employment: Mild/Moderate Moderate/Severe
 - School/Setting: _____
 - Percent of Employment: _____
 - Prospective Support Provider: _____
 - Prospective Start Date: _____

- I have met with the Intern Director and passed the Intern Interview.
 I have been advised about the English Learner support requirements based on my preparation to date.

Final Approval

- I have the signature of the Intern Director indicating that I am approved for participation as an Intern.

Signature of Candidate/Date

Signature of Intern Director/Date

*Please see the general outline needed for a job offer letter.

Required Elements for a "Job Offer" Letter

The "job offer" letter represents an official and valid offer of employment from an approved educational agency recognized by the California Commission on Teacher Credentials. This letter will be submitted to the Commission as a part of your Intern Credential application and must include:

1. Your full name
2. Your official proposed start date of employment
3. Place/location of employment
4. Percent of the time you will be employed (must be 50% or greater)
5. Statement that you are being hired as a special educator
6. Indication of which specific credential (Mild/Moderate or Moderate/Severe) you need
7. Letter must be signed by an appropriate administrator, on letterhead or official stationery and include their contact information.