

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
INTERN AUTHORIZATION FOR EMPLOYMENT**

**INSTRUCTIONS:**

School District authorization is obtained from the Personnel Division of your school district; contact your employer for procedure.  
**For LAUSD call (213) 241-6520, they will refer you to the appropriate Placement & Assignment Personnel Specialist for your school.**

**I. TO BE COMPLETED BY CANDIDATE**

Candidate's Name: \_\_\_\_\_ S.S. #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate Date

**IMPORTANT INFORMATION: This is NOT authorization for Employment, the Intern Credential will be filed for with CTC after program acceptance and eligibility is verified and will be dependent on continuous employment and program enrollment.**

**II. TO BE COMPLETED BY EMPLOYING SCHOOL DISTRICT**

**A. Employment Request:**

School District: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check one:**  New Intern  Change of Restriction  Intern Extension  Intern Re-Activation

Employment as an Intern will begin on (month/day/year): \_\_\_\_\_ to \_\_\_\_\_

For extension, employment will continue from (month/day/year) \_\_\_\_\_ to \_\_\_\_\_

**Please indicate authorization requested:**  Multiple Subject  Single Subject, field: \_\_\_\_\_

Education Specialist:  Mild/Moderate  Moderate/Severe  Deaf/Hard-of-Hearing  Early Childhood

Pupil Personnel Services:  School Counseling  School Psychology

**Please check one:**

This school site is NOT at a HIGH PRIORITY school.

This school site is a HIGH PRIORITY school which DOES NOT have a higher percentage of interns than the district wide average of teacher interns at the school.

This school site is a HIGH PRIORITY school which DOES have a higher percentage of interns than the district wide average of teacher interns at the school.

**B. Personnel Division Approval:**

\_\_\_\_\_  
School District Personnel Specialist E-mail (\_\_\_\_\_) School District Personnel Specialist Phone

\_\_\_\_\_  
Signature of School District Personnel Specialist Name (Please Print) Date

**III. TO BE COMPLETED BY THE UNIVERSITY**

Pre-Approval from the Elementary, Secondary, Special Education, or Educational Psychology Department is required in order to apply for the intern credential. As soon as the candidate is selected for the position, submits a complete application for the Intern Credential, is approved for admission, and meets pre-service requirements, this institution will apply through the California Commission on Teacher Credentialing for the Internship Credential with an appropriate effective date. The University will provide supervision in cooperation with the district and monitor future coursework for the candidate.

\_\_\_\_\_  
Signature of Program Coordinator Name (Please Print) Date