

Office for Student Services, College of Education
California State University, Los Angeles

All requirements listed below must be completed in order to process your credential.

Items in bold - requires originals to be submitted with application – keep copy for your records

Items already submitted to office will not have to be submitted again.

Important – any items missing will delay credential recommendation

Internship: Single or Multiple Subjects Credential

- Admission into the College of Education Program
- **Internship Verification Form** - If the advisor delineates prerequisite courses, these must be completed.
- **Job offer letter** - Job offer must be with a school or district with which we currently have an Internship Agreement.
- Verification of the U.S. Constitution requirement
- Verification of Subject matter completed (if using CSET scores, provide original scores unless previously recorded with CCTC)
- Proof of Completion of Basic Skills Requirement (BSR) * (*see below*)
- **FERPA release form** -required for the release of official CSLA transcripts (Available in the Office of Student Services, KH D2078).

***Basic Skills Requirement (BSR)**

- Proof of passage of all three sections of the CBEST
- Passing scores from the CSET: Writing Skills test plus ALL three subtests of CSET: Multiple Subjects (*ONLY Multiple Subjects*)
- Passing scores from the CSU Early Assessment Program (EAP), English and Math, or CSU English Placement (EPT) and Entry Level Mathematics (ELM)Test
- Qualifying Score on SAT (College Board SAT) – Math score 550 & English score 500 or ACT – Math score 23 & English score 22
- College Board Advanced Placement (AP) Examinations – Math & English
- Proof of passage of CTC approved out-of-state basic skills exam

EXCEPTIONS – A \$35 processing fee is required for a
Cancelled credential applications or loss of
Continuing status at CSULA.

Cashier Stamp: Code #696 or reverse side