

Request for Letter of Intern Eligibility  
Academic Year 2022-23

Your request for a letter of eligibility for a UCR University Intern Credential is reviewed after you have been officially admitted to the UCR Teacher Credential Program. If approved, a letter of eligibility will be issued and will indicate all pre-service and University Intern Credential requirements have been completed so you will have programmatic support to secure a teaching position while completing your program requirements. Please note the University Intern Credential is a restricted document and a position must be obtained with a district that has a pre-existing partnership agreement (MOU) with UCR.

You must attend your fieldwork (student teaching) assignment as determined by your UCR Supervisor even if you have a letter of intern eligibility. You may continue to interview for employment until the expiration date listed on your letter of intern eligibility. However, during this time period you must meet all attendance requirements at your assigned fieldwork (student teaching) site. **A 30-day substitute, temporary or long-term substitute teaching position does not qualify as an Internship. Please TYPE and sign the form below and return the completed form to Teacher Education (Sproul Hall 1124) by the dates indicated below.**

Submission deadlines for (1) 07/01/2022 Fall Quarter, (2) 11/01/2022 Winter Quarter, and (3) 02/01/2022 Spring Quarter

I understand and agree to the conditions described above:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ UCR Student ID: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Number and Street

\_\_\_\_\_ City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**PREREQUISITE CHECKLIST:**

- Bachelor's degree awarded – Must have official degree posted transcript on file.
- Certificate of Clearance (Finger Prints)
- Basic Skills – select one:  CBEST  CSET: Writing Skills and General Ed.  Other: \_\_\_\_\_
- Subject Matter -  CSET exams  Subject Matter Program Courses  Undergrad Degree  Other \_\_\_\_\_
- U.S. Constitution Requirement – met by (select one):  Examination  Course: \_\_\_\_\_
- CPR course number

**PRESERVICE REQUIREMENT CHECKLIST:**

- EDUC147 (109/S) (Education Specialists) \_\_\_\_\_  EDUC171/172 (172S) (Multiple Subjects & Education Specialists) \_\_\_\_\_
- EDUC162 (110/S) (Credential Only Interns) \_\_\_\_\_  EDUC177/178 (174/S) (Single Subject) \_\_\_\_\_
- EDUC132 (116/S) (ALL Interns) \_\_\_\_\_  EDUC179A (175/S, 177A) (ALL Interns) \_\_\_\_\_

**VERIFICATION OF TEACHING EXPERIENCE** (required for all Intern programs): There are **two options** for verification:

- OPTION 1:** To become eligible for an internship prior to your first quarter as a credential candidate you must provide evidence of 120 hours of teaching experience in the form of three (3) letters of recommendation from individuals who have observed you teach. Examples of qualifying experience include, but are not limited to, serving as a substitute teacher or instructional assistant. Experience gained in conjunction with fieldwork hours required by a course does not qualify you for an internship. Use the attached “Letter of Recommendation for Intern Eligibility” form.
- OPTION 2:** To verify eligibility once enrolled and completed one quarter as credential candidate your Supervisor must write a letter of recommendation and the Director must approve your application. Submit completed applications prior to the internship start date (see submission deadlines, above). You are required to complete at least a quarter of student teaching prior to starting an internship.

<b><u>For Office Use Only</u></b>	
<input type="checkbox"/> Completed prerequisites <input type="checkbox"/> Completed preservice requirements <input type="checkbox"/> Verified teaching experience	
Approvals:	
_____ Teacher Education Advisor/Credential Analyst	_____ Date
_____ UCR Teacher Education Cohort Supervisor	_____ Date
_____ Director, Teacher Education	_____ Date
Comments: _____	

LETTER OF RECOMMENDATION FOR INTERN ELIGIBILITY

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**Candidate:** Please complete this section before submitting the form to the individuals who will be providing your three letters of recommendation.

Name of individual providing a recommendation: \_\_\_\_\_

Relationship to the Candidate (e.g., supervisor): \_\_\_\_\_

School where the recommender observed you teaching: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Number of Years: \_\_\_\_\_ Number of hours of teaching experience in this setting: \_\_\_\_\_

- I waive my right to receive a copy of this Letter of Recommendation  
 I do not waive my right to receive a copy of this Letter of Recommendation

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**RECOMMENDATION:**

Please comment on the Credential Candidate's qualifications for an internship, in particular her or his ability to support student achievement. These comments must be based on your observations of the candidate in a teaching role. Examples of teaching roles include instructional assistant or substitute teacher. You may use a separate piece of paper for the recommendation.