



Last revised 12/14/22

Intern Program/Intern + MAT Admissions and Completion Checklist 2023-2024

Priority Deadline: April 1st, 2023

Final Deadline (pending capacity): June 1st, 2023

**Note: We highly encourage applicants to apply by the priority deadline of April 1st. The overall application period will close once we have reached enrollment capacity.*

Find more information and apply here:

<https://reachinstitute.reach.edu/programs/the-teaching-academy/intern-program/intern-credential-program-application/>

The following list is an overview of program requirements with more detailed explanations on the following pages. Please be sure to read the detailed explanations to ensure you are properly meeting the requirements listed. **Please note that your application will not be complete and will not be considered for admissions until all required documentation has been received in addition to the online application.**

Meeting the criteria and completing this application does not necessarily guarantee admissions. Each application will be considered individually. Several factors will be considered in admissions decisions, including experience/readiness, academic background, demonstration of an equity mindset, and a commitment to teaching/education.

The Reach Institute for School Leadership affords equal opportunity to all students, and other participants without regard to race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition (as defined under California law), veteran status, family care status, sexual orientation, sex (which includes gender and gender identity, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other basis protected by law.

I. Admissions Requirements

A. Application Requirements

The following must be submitted with your online [Program Application](#):

- Offer of employment
- Resume
- 1 Prior Field Experience Form
- 1 Recommendation Form (Academic OR Professional)
- Official transcript(s)
- Certificate of Clearance
- Demonstration of Minimal TB Risk
- Basic Skills Requirement
- Subject Matter Competence

- Demonstration of knowledge of the U.S. Constitution

B. Enrollment Requirements (the following must be submitted within two weeks of acceptance):

- Reach Enrollment Agreement
- Financial Contract
- Reach Student Handbook and Catalog Signature Page
- New Teacher Support (Onsite Mentor) Form

C. Intern Credential Requirements (the following must be completed during the summer before an Intern Credential Recommendation** can be made:

- Intake Interview
- Completion of CTC Pre-Service Requirements (Reach 210 or equivalent)

*** Note: Failure to qualify for an Intern Credential Recommendation may affect employment eligibility and/or continuation in the Reach Intern Program. For more information on CTC District Intern Credential requirements, see [here](#).*

II. Program Completion Requirements (Prior to Preliminary Teaching Credential Recommendation)

- CPR/First Aid Certification including child/infant certification
- Completion of Reach Coursework (Reach 221, 231, 241, 251)
- California Teacher Performance Assessments (CalTPA Cycles 1 & 2)
- RICA Exam passing scores (for Multiple Subjects Credentials Only)

Note that in order to apply, only the application requirements listed above are necessary. However, the enrollment requirements, Intern Credential requirements, and Program completion requirements are also included for your reference.

Notes & Explanations

(items listed below in the same order they appear above)

I. Admissions Requirements

A. Application Requirements

1. OFFER OF EMPLOYMENT: The Reach Intern Program is not an open enrollment program. Applicants must have secured a teaching position at a Reach partner school/district/organization (list of partners can be found [here](#)) and must submit proof of an offer of employment for the upcoming school year. This may take the form of an official offer letter from the school/district/organization to the applicant or a signed letter from a school/district leader addressed to the Reach Institute verifying that a teaching position has been offered and accepted. It is best if either letter provides details as to the nature of the position, including full-time or part-time, the grade level(s), and the subject area(s) that will be taught. The subject area(s) of the teaching position must be in alignment with demonstration of subject matter competence and the credential sought. Please be informed that under certain circumstances employment can include that in which you are employed part time as a resident in a classroom with a teacher on record.
2. RESUME: Each applicant must submit a resume of objectives, professional experience, education, volunteer work, and/or other relevant activities.

3. **PRIOR FIELD EXPERIENCE:** The Reach Intern Program is designed for Candidates who have a minimum of 45 hours of prior field experience working with students/youth in a classroom or other relevant setting within the last five years. This prior field experience should provide the applicant with exposure to and familiarity with the role of the teacher, culturally and linguistically diverse students, use of academic content standards, and the general public school environment. This Prior Field Experience requirement can be met by volunteering, substitute teaching, work in a general education classroom in a California public school, or work in some school linked programs. Experiences in pre-schools, special education, higher education, religious education, private schools, or outside the U.S. may also meet this requirement. ***Please enter contact information for your reference in the application; the prior field experience form will be sent out directly to your requested reference once your application has been submitted.*** The reference will be asked to provide detailed information on the nature of the Candidate's prior field experience as well as his/her prior effectiveness and future potential.

4. **ONE RECOMMENDATION FORM (ACADEMIC OR PROFESSIONAL REFERENCE):** An applicant must obtain and submit one recommendation from an academic and/or professional reference. ***Please enter contact information for your reference in the application; the recommendation form will be sent out directly to your requested reference once your application has been submitted.*** The reference will be prompted to speak to the applicant's demonstrated knowledge, skill, and mindsets that may contribute to success in the program and as a teacher. ***Note: Alternate forms or recommendation letters will not be accepted.***

5. **OFFICIAL TRANSCRIPT(S):** Please submit all relevant official transcripts from prior colleges or universities attended. Official transcripts will be used to verify prior degrees and average GPA. Applicants must have earned a bachelor's degree or higher from a regionally accredited college or university. Applicants with degrees from outside the United States must have the equivalent of a bachelor's degree from a United States regionally accredited institution. The degree must be awarded before enrolling in the credential program. If the degree is not awarded at the time of the application deadline, applicants must provide official transcripts at the time of application and updated official transcripts once the degree has been awarded. Applicants for admission should have attained a grade point average of at least 2.75 either overall or in the last 60 semester units or 90 quarter units (either undergraduate or graduate school). Generally, the GPA calculation on the college or university transcript will be accepted.

The term "official transcripts" refers to the original college issued documents, not photocopies. Internet printouts and student grade reports are not acceptable. The Reach Institute for School Leadership will review the transcript to verify for accuracy and submit it to the Commission on Teacher Credentialing (CTC) as a true verified copy. The CTC will accept electronic versions (eSCRIPT only) of official transcripts (e-transcripts) when verification is provided that the transcripts were submitted directly from the college or university to Reach Institute for School Leadership at intern@reach.edu. Such verification is usually provided on the e-transcript cover sheet or each page of the transcript. The CTC will not accept e-transcripts that were sent directly to an individual applicant. Supporting documentation, including transcripts, becomes the property of the CTC when submitted and will not be returned. The Commission does not maintain a file of all supporting materials sent with every application. Applicants should retain a copy of each application and the related supporting materials submitted to the CTC for reference. Requirements may be subject to change and are fully referenced in California Code of Regulations, Title 5, and the California Education Code.

If you are seeking credit transferability from another teacher preparation program, you must include an official transcript from the program sponsor or school from which you seek to transfer coursework, in addition to the [required transfer credit form](#) which can be found on our website.

6. **CERTIFICATE OF CLEARANCE:** In accordance with California state law and Education Code, all teaching credential applicants must go through a background check. ALL applicants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) or submit proof of prior completion of the clearance. Please note this is separate from any Live Scan processing you may have previously been required to engage in by an employer unless otherwise noted (see “Acceptable Documentation in Lieu of a Certificate of Clearance.”)

To obtain a Certificate of Clearance, follow these steps:

1. **LIVE SCAN FORM 41-LS:** The first step in obtaining a Certificate of Clearance is fingerprinting. Print three (3) copies of the [Live Scan form 41-LS](#). You *must* use this specific CTC Live Scan form. (Note: Previous fingerprinting completed without this form will not suffice; only this form directs the results appropriately to the CTC. See clarification on this requirement as well as out-of-state/country instructions on the CTC site [here](#) and [here](#).)
2. **LIVE SCAN SITE:** Locate and visit a Live Scan site for fingerprinting with your three (3) copies of form 41-LS. You may find a list of sites near you [here](#). Fees vary by location, but may range from \$60-\$100.
3. **CTC APPLICATION:** Complete the direct web application for the Certificate of Clearance and pay the nonrefundable application fee by credit card (\$50 + \$2.50 service fee; the \$50 will be credited toward your first future credential application fee). Step-by-step directions on applying are available in a video tutorial [here](#) or in a document [here](#), though the CTC website configuration has since changed, and the educator login page referenced in the directions can be found [here](#). As part of the application process, you will be asked a series of Professional Fitness Questions. If required due to your answers to these questions, submit applicable documentation to: Commission on Teacher Credentialing Attn: Online Direct Applications 1900 Capitol Avenue Sacramento, CA 95811-4213. (Note: not all applicants are required to submit additional documentation.)

Once you have been *granted* a Certificate of Clearance by the CTC, you will receive a confirmation email from the CTC confirming your Certificate of Clearance as a current document. Reach will confirm the validity of your Certificate of Clearance by consulting the CTC website using the information provided in your application. Please note that a receipt of payment for the Certificate of Clearance application will *not* be accepted, as this is not proof that the certificate was granted.

Acceptable Documentation in Lieu of a Certificate of Clearance:

Credentials or permits issued by the California Commission on Teacher Credentialing, including emergency 30-day, pre-intern, emergency long-term, clear or preliminary, or Child Development permits. You may view your current documents on the Commission on Teacher Credentialing website by [logging into your CTC account](#). Please ensure that your documentation includes your name and relevant dates (i.e., document issue/expiration date) to verify the credential or permit is current/valid. *A current/valid credential or permit is not only required at the time of application, but will be required at the time of an Intern Credential recommendation after completion of*

enrollment requirements and Intern Credential requirements listed in the checklist above.

For additional information regarding the Certificate of Clearance, please see [here](#) or [here](#).

7. **DEMONSTRATION OF MINIMAL TB RISK:** Minimal tuberculosis risk may be demonstrated by a negative skin test within four years of application date, a negative chest x-ray within four years of application date, or a TB risk assessment certificate of completion that was completed by a registered nurse or doctor within 60 days of application date. Skin test verification should be in the form of a note or card from a doctor. A letter from a doctor verifying a clear chest x-ray is acceptable. Further information on demonstrating minimal TB risk through the risk assessment can be found [here](#), and a sample risk assessment to be completed by a health care provider can be found [here](#).
8. **BASIC SKILLS REQUIREMENT:** Please choose *one* of the following options to fulfill this requirement.
 - a. **Pass the CBEST**

Individuals only need to pass The California Basic Educational Skills Test (CBEST) once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections—reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration. For more information, see [CTC-Exam](#) website.
 - b. **Pass the CSET: Multiple Subjects Plus Writing Skills Examination**

The California Subject Examinations for Teachers (CSET): Multiple Subjects examination has been modified, adding an assessment of basic writing skills. Passage of the CSET: Writing Skills examination (test #142) can be added to passage of the CSET: Multiple Subjects Examination (subtests #101, 214, & 103) to meet the basic skills requirement. Passing exam scores used to meet the basic skills requirement remain valid indefinitely. For more information, see [CTC-Exam](#) website.
 - c. **Pass the CSU Early Assessment Program or the CSU Placement Examinations**

Passing scores on the California State University (CSU) Early Assessment Program (EAP) (English and Mathematics sections) or the CSU Placement Examinations (English Placement Test [EPT] and Entry Level Mathematics [ELM]) are sufficient to meet the basic skills requirement. Passing exam scores remain valid indefinitely for the purpose of meeting the basic skills requirement.
 - d. **Achieve Qualifying Score on the SAT or ACT**

Previously, individuals having earned a score of 500 or higher on the Critical Reading (previously Verbal) section of the SAT exam combined with a score of 550 or higher on the SAT Mathematics exam are determined to have met the basic skills requirement.

A restructuring of the SAT Suite of Assessments has adjusted the qualifying scores on the revised Evidence-Based Reading and Writing and Mathematics examinations required to meet the basic skills requirement. The new scores listed have been deemed by the College Board as equivalent to the scores shown for the examinations as administered prior to this revision.

An individual having earned a score of 22 or higher on the ACT English exam combined with a score of 23 or higher on the ACT Mathematics exam is determined to have met the

basic skills requirement.

e. **College Board Advanced Placement (AP) Examinations**

As noted in [Coded Correspondence 15-03](#), students who achieve a score of 3 or higher on the College Board AP English exam and AP Calculus or AP Statistics exam may also use these exam scores to meet the basic skills requirement.

f. **Pass a Basic Skills Examination from Another State**

The Commission will accept basic skills examinations from other states. A photocopy of the score report or letter from the testing agency verifying passage of the examination must be submitted with the application packet. There is no recency requirement for the date the examination was passed. See the chart [Out-of-State Basic Skills Exams Guide](#) for a listing of acceptable examinations from other states.

g. **Meet the Basic Skills Requirement by Coursework**

Individuals may meet the requirement by providing official transcripts to a Commission-approved preparation program or submitted with their application packet to the Commission. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of B or better, be degree applicable, and be at least 3 semester units or 4 quarter units. Qualifying coursework does not include professional development or continuing education units or in-service training or workshops. Qualifying coursework includes the following:

1. For reading proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
2. For writing proficiency: a course in composition, English, rhetoric, written communication, or writing.
3. For mathematics proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

A course that does not fall within the indicated areas may still qualify with additional letter of explanation. A letter from the registrar or relevant department chair of the college or university must state that a course passed by the applicant covered reading, writing, or mathematics at the same level as one of the listed courses. Such a letter could also attest that a single course sufficiently indicates proficiency in reading and writing combined.

h. **Meet the Basic Skills Requirement by Coursework and Exam**

The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. Both Commission-approved programs and the Commission can determine basic skills proficiency through this combination option. The qualifying coursework must meet the requirements as described above. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable with the exception of out-of-state basic skills exams. The [Guidance Chart for Mixing BSR Options](#) can be used when determining acceptable combinations.

9. **SUBJECT MATTER COMPETENCE:** Applicants must demonstrate sufficient knowledge of the subject(s) that will be taught, and this/these subject(s) must be in alignment with the teaching position identified in the offer of employment and with the credential sought. Competence may be demonstrated in the following ways:
- a. CSET exams: Achieve a passing score on the appropriate subject-matter examination(s).

Information, including passing scores and registration, can be found in Commission leaflet [CL-674S](#) entitled Verifying Subject-Matter Competence by Examination for Single Subject Teaching Credentials. While registering, use test code 790 to have your results sent directly to the Reach Institute for School Leadership. If results are not sent directly, please submit a copy of your official score report with your online application. Proof of passing all relevant subtests is required. All results are valid for five years. Exam dates necessary in order to receive official scores by the various application deadlines can be found in the table below.

- b. Complete a [Commission-approved subject-matter program](#) or its equivalent and obtain verification of completion from the authorized person in the education department of a California college or university with an approved program. Please submit a letter from a CTC approved subject matter preparation program verifying completion.
 - c. For Specialized Science subjects only, individuals may take and pass the appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing. Requirements and procedures may be found in [Coded Correspondence 03-0010](#).
 - d. Successful completion of applicable coursework verified by a Commission-approved program of professional preparation. Coursework must be completed at a regionally-accredited institution and addresses each of the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential. If pursuing this option, please complete the Subject Matter by Coursework or Major form found [here](#).
 - e. Complete a degree major from a regionally-accredited college or university in one of the statutory subjects available for a Single Subject Teaching Credential as listed above. Degree major must be in the subject area being sought. If pursuing this option, please complete the Subject Matter by Coursework or Major form found [here](#).
 - f. Successful completion through a combination of coursework and examination options that meet or exceed the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential. Such mixing of options may only be done by candidates enrolled in a Commission-approved preparation program. If pursuing this option, please complete the Subject Matter by Coursework or Major form found [here](#).
10. DEMONSTRATION OF KNOWLEDGE OF THE U.S. CONSTITUTION: Applicants must complete a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution -or- pass an examination given by a regionally-accredited college or university demonstrating this knowledge. Acceptable evidence of satisfying this requirement includes:
- a. Official **transcript** with a ***bachelor's degree granted from a California State University*** (CSU graduates have already met this requirement; this does not apply to UC graduates).
 - b. Official **transcript** with at least ***two semester units*** (or three quarter units) granted for a passing score on the ***AP U.S. History*** exam or the ***AP American Government and Politics*** exam.
 - c. Official **transcript** with at least ***two semester units*** (or three quarter units) granted for a course that includes ***explicit reference to coverage of the U.S. Constitution*** in either the ***course title, official course catalog description, and/or course syllabus*** (documentation must be provided by the applicant).
 - d. ***Official verification of passing an examination*** given by a regionally accredited community college, college, or university. Options include the online exam and preparation modules through [Notre Dame de Namur University](#).

For additional information on the CTC U.S. Constitution requirement, see [here](#).

B. Enrollment Requirements (the following must be submitted within two weeks of acceptance):

1. REACH ENROLLMENT AGREEMENT AND PROGRAM EXPECTATIONS FORM: If offered admissions to the Reach Intern Program, an applicant will be provided an enrollment agreement and program expectations form to review, sign, and return via docusign. This agreement includes reviewing consumer information and a [School Performance Fact Sheet](#). Please direct any questions to intern@reach.edu.
2. FINANCIAL CONTRACT: If offered admissions to the Reach Intern Program, an applicant will be provided a financial agreement to review, sign, and return via docusign. This agreement includes available tuition payment plans. Please direct any questions to intern@reach.edu.
3. REACH STUDENT HANDBOOK AND CATALOG SIGNATURE PAGE: If offered admissions to the Reach Intern Program, an applicant will be provided with the most current [Reach Student Handbook and Catalog](#) to review with a signature page to sign and return via docusign. This signature page verifies receipt and review of Reach policies and procedures. Please direct any questions to intern@reach.edu
4. NEW TEACHER SUPPORT FORM: As a requirement of all candidates holding an intern credential, both the program sponsor (Reach Institute for School Leadership) and the employing agency (school site, district or LEA), must provide support to interns in the form of coaching. Coaching activities include but are not limited to: observation, feedback, co-planning, co-teaching, modeling, observing other master teachers, professional development and debrief, etc. *The required [new teacher support form](#) is available for download from our website.*

An employing agency must assign an onsite coach to support the intern. The onsite coach must have the following requirements in place: **1. have a clear credential, 2. have a minimum of three (3) years of experience in teaching, 3. have EL authorization or CLAD/BCLAD to teach English learners, and 4. the credential held by the onsite coach must be in the same subject/content area as that of the intern participant.** The onsite coach can be a full-time classroom teacher having met all the requirements. An intern can receive support from both a mentor teacher or instructional coach as long as they meet the requirements stated in boldface.

C. Intern Credential Requirements (the following must be completed during the summer before an Intern Credential Recommendation** can be made:

1. INTAKE INTERVIEW: During participation in the pre-service course (Reach 210), a Reach faculty member will reach out to schedule a one-on-one intake interview to learn more about each participant and begin the coaching support.
2. COMPLETION OF CTC PRE-SERVICE REQUIREMENTS (REACH 210 OR EQUIVALENT): To obtain an Intern Credential, the CTC requires all participants must complete a minimum of 120 hours of preservice training covering a range of specified topics. The Reach Intern Program supports participants to meet this requirement through Reach 210. The course is a combination of online modules and in-person sessions, culminating in a full day Saturday Intensive. For more information on Reach 210, please see [here](#). Additional course information will be provided closer to the course start date.

*** Note: Failure to qualify for an Intern Credential Recommendation may affect employment eligibility and/or continuation in the Reach Intern Program.*

II. Program Completion Requirements (Prior to Preliminary Teaching Credential Recommendation)

1. CPR/FIRST AID CERTIFICATION (INCLUDING INFANT/CHILD): All Interns recommended for a preliminary teaching credential must have infant, child, and adult CPR certification that meets the criteria of the [American Heart Association](#) or the [American Red Cross](#). Please submit proof of certification to intern@reach.edu.
2. COMPLETION OF REACH COURSEWORK (REACH 221, 231, 241, 251): The Reach Intern Program is a two-year program with semester courses integrating various key topics. Course descriptions can be found [here](#).
3. CALIFORNIA TEACHER PERFORMANCE ASSESSMENTS (Two [CalTPA](#) Cycles): Through completion of Reach Intern Program coursework, all Interns will attempt the two CalTPA performance assessment cycles within their credential subject area(s): Instructional Cycle 1: Learning About Students and Planning Instruction, and Instructional Cycle 2: Assessment-Driven Instruction. Passing scores must be obtained for associated course credit and for eventual program completion and preliminary credential recommendation.
4. READING INSTRUCTION COMPETENCY EXAM (RICA): All ***multiple subjects credential interns*** must provide proof of passing scores for the RICA before a preliminary credential recommendation can be made. Exam info and online registration can be found [here](#). While registering, use test code 790 to have your results sent directly to the Reach Institute for School Leadership. If results are not sent directly, please submit a copy of your official score report to intern@reach.edu. The RICA is not required of single subject credential interns.
5. INDIVIDUAL DEVELOPMENT PLAN (IDP) FORM: The CTC requires all Interns to complete an Individual Development Plan (IDP) before they exit their preliminary credential program. This plan is meant to be a bridge between a candidate's preliminary program and their induction program. Candidates must submit their IDP to intern@reach.edu in order to graduate.
6. SUPERVISION TRACKING: The CTC requires interns to accrue at least 189 support and supervision hours each year that they are enrolled in their preliminary teaching credential program. 45 of these hours must be specific to teaching English learners. There are many activities that count as supervision, and Reach and the candidate's employer share the responsibility for providing supervision. Reach coaches provide at least 24 hours of supervision (at least 2 hours per observation cycle), and the teacher's onsite mentor provides the remaining 165 hours.