

UC MERCED EXTENSION EDUCATION PROGRAMS  
**TEACHER PREPARATION PROGRAM**

## Request for Letter of Intern Eligibility

Academic Term: \_\_\_\_\_

Your request for a letter of eligibility for UC Merced Intern Credential is reviewed after you have been officially admitted to the UC Merced Teacher Credential Program. If approved, a letter of eligibility will be issued and will indicate that 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 UCM.

You must attend your fieldwork (student teaching) assignment as determined by your UC Merced 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 period you must meet all attendance requirements at your assigned fieldwork (student teaching) site. **A 30-day substitute or long-term substitute teaching position does not qualify as an internship.**

**By signing/submitting this form, I understand that this university internship credential will only remain valid while I am enrolled in the credential program coursework appropriate for the intern credential, maintain employment at the designated district, and remain in good standing with the program and university.**

Please complete and sign the form below and return it as indicated below:

Submit by emailing to: [Mfranco11@ucmerced.edu](mailto:Mfranco11@ucmerced.edu)  
Attn: Credential Analyst

Re: Request for Intern Eligibility Form

**I understand and agree to the conditions described above:**

Print Name: \_\_\_\_\_ UCM Student ID: \_\_\_\_\_  
*Full legal name as it will appear on your credential.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City State Zip Code*

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

UC Merced Email Address: \_\_\_\_\_

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**PREREQUISITE CHECKLIST:**

Bachelor's degree awarded- Must have official degree posted transcript on file.

Valid CTC Fingerprint Clearance or any valid issued document provided by CTC

[Basic Skills Requirement](#)- Select one:

\_\_\_ CBEST    \_\_\_ Pass the CSET: Multiple Subject Plus Writing Skills Examination

\_\_\_ Achieve Qualifying Score on the SAT or ACT

\_\_\_ College Board Advanced Placement (AP) Examinations

\_\_\_ [Meet the Basic Skills Requirement by Coursework](#)

\_\_\_ [Meet the Basic Skills Requirement by Coursework and Exam](#)

[Subject Matter Competency](#)- Select **one**:

\_\_\_ CSET MS Examination    \_\_\_ CSET Single Subject: \_\_\_\_\_ Examination

\_\_\_ Completion of a [subject matter program](#) approved by the commission.

\_\_\_ Successful completion of a baccalaureate or higher degree from a regionally accredited institution of higher education:

- For **single subject** credentials, a major in one of the subject areas in which the commission credentials candidates.
- For **multiple subject** credentials, a liberal studies major or other degree that includes coursework in the content areas pursuant to subdivision (b) of Section 44282. *See PSA 21-10.*

U.S. Constitution Requirement- Select one:

\_\_\_ Examination    \_\_\_ Course taken at: \_\_\_\_\_

CPR License - Includes: Child, Infant and Adult

GPA Requirement: A 3.0 (Cumulative GPA) is needed to become intern eligible. If your GPA falls below this program requirement, you will become eligible once your GPA fulfills this requirement.

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**PRESERVICE REQUIREMENT CHECKLIST:**

Multiple Subject

<b>Fall Term</b>	<input type="checkbox"/> 301	<input type="checkbox"/> 401	<input type="checkbox"/> 408 or 424
<b>Spring Term</b>	<input type="checkbox"/> 301	<input type="checkbox"/> 401	<input type="checkbox"/> 409 or 425
<b>Summer Term</b>	<input type="checkbox"/> 311	<input type="checkbox"/> 312	<input type="checkbox"/> 426

Single Subject

<b>Fall Term</b>	<input type="checkbox"/> 301	<input type="checkbox"/> 401	<input type="checkbox"/> 314 or 315 or 316 or 317 or 318
<b>Spring Term</b>	<input type="checkbox"/> 301	<input type="checkbox"/> 401	<input type="checkbox"/> 314 or 315 or 316 or 317 or 318
<b>Summer Term</b>	<input type="checkbox"/> 311	<input type="checkbox"/> 312	<input type="checkbox"/> 314

For Office Use Only

Completed Prerequisites

Completed Preservice requirement.

*Approval Signature*

**Credential Analyst**

**Signature**

**Date**