

## Intern Program Policy

Student ID \_\_\_\_\_ Date \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_

Program:     \_\_\_ Multiple Subject     \_\_\_ PPS/School Counseling     \_\_\_ PK-3 Early Childhood Specialist  
              \_\_\_ Single Subject     \_\_\_ Special Education: \_\_\_ ECSE, \_\_\_ MSN, or \_\_\_ ESN

The Intern credential is valid for up to two years from the date of issuance. Intern candidates must be enrolled in an appropriate fieldwork/supervision course in the related program each semester while employed under the intern credential. Credential Services will perform intern audits every semester to verify enrollment. Interns are at risk of having their intern credential withdrawn if enrollment in the appropriate supervision course is unable to be verified.

Upon completion of the program, the Intern Credential will be automatically withdrawn 45 days after the last day of instruction of the semester. Intern candidates must file for their preliminary/clear credential within this time frame. In the event you withdraw from the intern program before your intern credential expires, it is your responsibility to notify your employer, Credential Services, and your program department immediately.

**IMPORTANT NOTE:** If an intern completes the program before the two-year term, interns may not continue to work under an intern credential without appropriate supervision.

Initial and sign below.

\_\_\_ I understand I must be enrolled in a fieldwork/supervision course every semester while employed under an Intern Credential.

\_\_\_ I understand I must notify my employer, Credential Services, and my program department in the event I withdraw from the intern program.

\_\_\_ I understand, my intern credential will be withdrawn upon completion of the program. I will have 45 days after the last day of instruction of the semester to file for my preliminary/clear credential if I plan to continue employment.

**Deadline to apply for my preliminary/clear credential upon completion of program:**

**Spring Semester Program Completer – July 15**

**Fall Semester Program Completer – February 15**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date