

INTERNSHIP CERTIFICATE PROCEDURES

1. Complete the Internship Certificate application and attach the following required documentation(s):
 - Proof of passing LAST, ATS-W and CST (must have passing scores by the application deadline date – no exceptions); and
 - Letter from principal/school director indicating that you will be given a teaching position provided NYS internship certification is obtained.*

*You may apply for initial approval by the Office Educational Services (OES) if you do not have a teaching position. Once you have initial approval, you may request for a letter to show potential employers. Make your request via email to tcert@hunter.cuny.edu. Submit a completed internship certificate application before the deadline date to receive initial approval.

2. Ensure that your fingerprints have been cleared by New York State. If you have been fingerprinted by the City, you must have the clearance forwarded to the state by submitting an OSPRA 104 form to the City.
3. Meet with your program coordinator to design a plan for program completion. Students are advised take 6 or fewer credits plus practicum each semester. You must be registered for the courses on your plan of completion for the coming semester before Hunter can recommend you for certification. If you make changes to the plan after the start of teaching, you must alert the Certification Officer and have the changes approved in order to continue teaching with the Internship Certificate.
4. Submit this application and required documentation to the Office of Educational Service, Room W1000. Once your application has received final approval from the Office of Educational Services, you will receive an email with instructions on applying online.
5. If your internship certificate application has been approved, enroll in supervised practicum for that semester. Institutional recommendation is given once students have enrolled in practicum** and submitted the commitment letter from their school of employment.

**Students in Adolescent and Childhood Education must also apply for practicum when submitting their internship certificate application. Meet with appropriate clinical supervisor to obtain their signature on this application and to make an application for practicum.

6. Your internship certificate will be issued online. Paper certificates are not being issued. You can request a letter for employment purposes indicating your internship certificate status once it is issued online.

Application for the Internship Certificate

Date of submission: _____ Effective Date for certificate: Sept/_____
year Feb/_____
year

Applicant's Name: _____ ID #(SSN): _____

Email address: _____ Number of credits completed: _____

Date of Birth: _____ Phone(home/cell/work) _____

Program name: _____ Graduation semester/year: _____

Plan for the Completion of your Program (list courses by PREFIX and COURSE NUMBER)

List summer #1 _____ (prior to or during the internship year) courses and credits to be completed
year

List upcoming or future fall _____ courses **including practicum** and credits to be completed (no more than 6 credits plus
year practicum)

List upcoming or future spring _____ courses **including practicum** and credits to be completed (more than 6 credits plus
year practicum)

List summer #2 _____ (after the internship year for fall applicants only) courses and credits to be completed
year

Program Coordinator's Signature: _____ Date: _____

Student has been approved for practicum pending approval of internship certificate.

For Childhood Ed Students ONLY

Director of Childhood Clinical Experiences Signature: _____ Date: _____

For Adolescent Ed and TESOL Students ONLY

Director of Adolescent/TESOL Clinical Experiences: _____ Date: _____

I understand that I must enroll in practicum for every semester that I teach with the Internship Certificate, Further, I understand that my Internship Certificate will be cancelled if I do not enroll in practicum during that period or do not follow my plan for the completion of program.

Student's signature

Date

FOR OFFICE USE ONLY	
Proof of passing the exams _____	Commitment letter from school _____
Approved plan of program completion _____	Enrolled in practicum _____
Prerequisite courses _____	Recommendation _____