Intern Program Admissions and Completion Checklist 2017-2018

*Priority Deadline: April 7, 2017**
Second Deadline: May 5, 2017
Final Deadline (pending capacity): June 2, 2017
*Note: We highly encourage applicants to apply by the priority deadline of April 7th.
The overall application period will close once we have reached enrollment capacity.

Find more information and apply here:
http://reachinst.org/programs/teaching-academy/intern-program/apply-now

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 SonisWeb online Program Application:

☐   Offer of employment at a Reach partner school/organization
☐   Resume
☐   Prior field experience verification form
☐   Recommendation Form (Academic or Other Professional Reference)
☐   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

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.

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

☐ CPR/First Aid Certification including child/infant certification
☐ California Teacher Performance Assessments (CalTPA Tasks 1-4)
☐ Completion of Reach Coursework (Reach 221, 231, 241, 251)
☐ RICA Exam passing scores (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.

2. RESUME: Each applicant must submit a resume of objectives, professional experience, education, volunteer work, and/or other relevant activities.

3. RECOMMENDATION FORM (PRIOR FIELD EXPERIENCE VERIFICATION): The Reach Intern Program is an alternative certification program through which Intern Teachers work toward completing the requirements for a California Preliminary Teaching Credential while employed in a teaching position at a high need school in the San Francisco Bay Area. This alternative route to a teaching credential is rigorous and demanding with a steep learning curve. Candidates with appropriate prior field experience are better prepared to enter this alternative route and be successful. Therefore, 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.

   Each applicant must identify a qualified reference (supervisor/evaluator) to verify completion of this requirement. *The required [verification form](#) is available for download from our website.* The reference will be asked to provide detailed information on the nature of the applicant's prior field experience as well as his/her effectiveness in that role and future potential. *Note: Alternate forms or recommendation letters will not be accepted.*

4. RECOMMENDATION FORM (ACADEMIC OR PROFESSIONAL REFERENCE): In addition to the verification of prior field experience described above, an applicant must obtain and submit an additional recommendation from an academic or professional reference. While the verification of prior field experience is specific to prior work with youth in education, this second recommendation may come from prior experiences in the applicant's own higher education or professional work outside of education. *The required [reference form](#) is available for download from our website.* This 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. Official transcripts submitted do not have to remain sealed in the original envelope. 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 Commission 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@reachinst.org. Such verification is usually provided on the e-transcript cover sheet or each page of the transcript. The Commission will not accept e-transcripts that were sent directly to an individual applicant. Supporting documentation, including transcripts, becomes the property of the Commission 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 Commission for reference. Requirements may be subject to change and are fully referenced in California Code of Regulations, Title 5, and the California Education Code.

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.

   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 CCTC 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 requirements 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, please submit a PDF of your confirmation email from the CTC or a screenshot of your CTC educator account online showing your Certificate of Clearance as a current document. Please ensure in either case that your documentation includes your name and relevant dates (i.e., email sent date, certificate issue/expiration date) to verify the certificate is current and valid. 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. Submit a copy of the document or a printout from the Commission on Teacher Credentialing website after logging into your CTC account and viewing your current documents. 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 one year 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 hire. 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: Information from the CTC on the various ways to meet this requirement is available here and here. Please choose *one* of the following options to fulfill this requirement. Please note it is *not* allowed to combine different sections of various examinations to meet the overall requirement.
   a. CBEST (California Basic Educational Skills Test): 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. Computer-based testing (CBT) dates needed in order to receive results by the various application deadlines can be found below. Paper-based testing (PBT) is available but limited. A paper-based test date on or before April 22, 2017 will result in scores reporting on May 8, 2017.

Application Deadline & CBEST CBT score report date	Last CBEST CBT exam date to receive scores by deadline
April 7, 2017	**April 2, 2017**
May 5, 2017	**April 30, 2017**
June 2, 2017	**May 28, 2017**

   b. CSET Multiple Subjects and CSET Writing (California Subject Examination for Teachers): 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.
   c. CSU Early Assessment Program (EAP) or CSU Placement Examinations: The basic skills requirement can be met by the English and Mathematics sections of the California State University (CSU) Early Assessment Program (EAP) --or-- the CSU English Placement (EPT) Test and the Entry Level Mathematics (ELM) Test. Please submit a copy of your original score reports. "College Ready" or "Exempt" must be achieved on

the EAP. The CSU placement exam results must show a minimum score of 50 on Entry Level Math (ELM) and 151 on the English Placement Test (EPT). A combination of scores from the EAP and EPT/ELM Examinations may meet the basic skills requirement as long as the individual passes a section of English and a section for Mathematics. For example, an individual may combine passage of the Mathematics EAP and the CSU Placement Examination in English (EPT).

d. SAT or ACT: Individuals who achieve a score of at least 500 on the SAT English exam and a score of at least 550 on the SAT mathematics exam are determined to have met the basic skills requirement. Individuals who achieve a score of at least 22 on the ACT English exam and a score of at least 23 on the ACT mathematics exam are determined to have met the basic skills requirement. Please submit a copy of your official score report with your online application. The Reach Institute has been assigned ACT code 8960 to have an official score report sent directly.

e. College Board Advanced Placement Exams: Scores of 3 or higher on AP English (Language and Composition -or- Literature and Composition) *and* either AP Calculus (AB or BC) or AP Statistics to meet the basic skills requirement. Please submit a copy of your official score reports with your online application.

f. Out-of-State Basic Skills Exam. For a list of approved exams from other states, see pages 6-14 of the linked document.

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 (California Subject Examination for Teachers): 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. (Additional information on verifying subject matter competence by examination for the various single subject credentials can be found here.)

Application Deadline & CSET score report date	Last CSET subtest exam date to receive scores by deadline	Applicable common CSET subject areas or specific subtests (for other subject areas, see the **CSET registration** page)
April 7, 2017	**March 19, 2017**	Multiple Subjects, Mathematics, English, Science, Social Science, Spanish
May 5, 2017	**April 16, 2017**	Multiple Subjects, Mathematics, English, Science, Social Science, Spanish (subtests IV, V only), Art, Music, Physical Education, Health Science
June 2, 2017	**May 14, 2017**	Multiple Subjects, Mathematics, English, Science, Social Science, Spanish

b. Commission Approved Subject Matter Preparation Program: If pursuing a single subject

credential, you may demonstrate subject matter competence through completion of an approved subject matter preparation program. Please submit a letter from a CTC approved subject matter preparation program verifying completion.

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.

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

1. REACH ENROLLMENT AGREEMENT: If offered admissions to the Reach Intern Program, an applicant will be provided an enrollment agreement to review, sign, and return. This agreement includes reviewing consumer information and a School Performance Fact Sheet. Please direct any questions and/or submit the signed form to intern@reachinst.org.

2. FINANCIAL CONTRACT: If offered admissions to the Reach Intern Program, an applicant will be provided a financial agreement to review, sign, and return. This agreement includes available tuition payment plans. Please direct any questions and/or submit the signed form to intern@reachinst.org.

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. This signature page verifies receipt and review of Reach policies and procedures. Please direct any questions and/or submit the signature page to intern@reachinst.org.

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 summer preservice course (Reach 210), a Reach faculty member with 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, which occurs during the summer months starting in mid- to late June. 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@reachinst.org.

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 (Four CalTPA Tasks): Through completion of Reach Intern Program coursework, all Interns will attempt the four CalTPA performance assessment tasks within their credential subject area(s): Subject-Specific Pedagogy, Designing Instruction, Assessing Learning, and the Culminating Teaching Experience. 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@reachinst.org. The RICA is not required of single subject credential Interns.

NOTE: INTERN PROGRAM EARLY COMPLETION OPTION (ECO)
The Early Completion Option pathway (ECO) is a 1-year pathway with reduced coursework designed for experienced educators with previously gained knowledge and skills in teaching at a proficient beginning teacher level who have not yet obtained a preliminary teaching credential. This pathway is available for candidates who:
   a. Meet the full application requirements and are accepted into the program

b. Provide passing scores for the NES Assessment of Professional Knowledge exam ([Elementary](#) or [Secondary](#))
c. Pass the California Teacher Performance Assessment ([CalTPA](#)) Task 1 – Subject Specific Pedagogy (orientation by arrangement with Reach faculty; additional fees may apply)
d. Are recommended by their Reach Partner School supervisor with agreement to meet possible increased support/supervision hours toward the CTC-required 189 hours/year
e. Are confident assuming the risks of the ECO pathway due to existing prior teaching knowledge and skills

For additional information about the eligibility requirements, timeline, and risks of the Early Completion Option within the Reach Intern Program, please contact intern@reachinst.org. Information from the CTC on the Early Completion Option pathway is available [here](#).