California State Polytechnic University, Pomona

Internship Program “Essential Twelve”

The Multiple Subject/Single Subject/Education Specialist Intern candidate must have:

1. Admission to the University as a post-baccalaureate student;

2. Demonstrated subject matter competency by passing the appropriate CSET Exam or by completing 100% of a Commission approved subject matter program in the area in which the credential is sought;

3. Completion of all aspects of the Credential Program Application process & admitted to Credential Program (explained at the mandatory Credential Program orientation session);

4. Meet GPA requirements (2.67 cumulative or 2.75 in last 90 quarter units);

5. Meet U.S. Constitution requirement;

6. Review the Teacher Intern Orientation online;

7. In addition to completion of all required pre-requisite credential courses EDU 5010 and EDU 5020

   Prospective Interns must have also completed:

   EDU 5302 and EDU 5200 – Single Subject

   EDU 5302 and EDU 5100 – Multiple Subject & Education Specialist

   NOTE: Students possessing a Multiple or Single Subject Credential who seek admission to the Education Specialist Internship Program do not have to complete pre-requisite courses

8. Successful completion of Internship Program Interview with Intern Director;

9. Issuance of the Intern Eligibility Letter by the Credential Analyst (upon request);

10. Obtain official transcripts from the university you graduated from – degree must be posted (includes Cal Poly Pomona graduates). Have transcripts mailed directly to Credential Office or may hand-carry in the sealed envelope and submit to Credential Analyst;

11. Submit District letter/contract offer of a full-time teaching position appropriate to credential sought;


See the Intern Director for any updates.

02/20/2018