

## MCOE Credentialing Education Specialist Intern Program Requirements Checklist

- ☐ Attend Information Meeting

The following requirements must be submitted to the MCOE Education Specialist program. After all documents are submitted an advisement session will be scheduled.

- ☐ Bachelor degree completed
- ☐ Basic Skills Requirement (CBEST) ([CTC options](#))
- ☐ Pre Service Preparation as required-(teachers who hold a clear teaching credential may be excused from certain requirements.)
- ☐ Subject matter competency ([CTC options](#))
- ☐ U.S. Constitution Requirement—CSU graduates have met this requirement. UC grads and out-of-state will need to have official transcripts reviewed by Credentialing Department online exam at [www.usconstitutionexam.com](http://www.usconstitutionexam.com)
- ☐ Offer of Employment as Teacher of Record—([form CL-707A](#)) Employment is obtained by the candidate and must be a “teacher of record” position. *This does not include employment as an aide, substitute, or PIP or STSP employment. Employment must be in your established subject matter area only and at least a 50% teaching contract.*
- ☐ Online Application - MCOE Education Specialist Program

Contact MCOE Credentialing Office (209-381-5976) once ALL requirements above have been met, call for an appointment with credentialing staff for tuition and district intern credential application instructions.

- ☐ Advisement 1—Application, Enrollment & Tuition Meeting
- ☐ Referral to MCOE Credential Analyst to complete Intern Credential application ([form 41-4](#)) and, if not previously submitted, a completed Live Scan receipt ([form 41-LS](#))

Once you have applied for a district intern credential, you are officially in the Education Specialist credential program.

- ☐ Attend program orientation and receive your schedule.