



# NORTH COAST SCHOOL OF EDUCATION



## INTERN SUPPORT AND SUPERVISION PROGRAM

Greetings Intern,

The North Coast School of Education (NCSOE) is pleased to welcome you to the *Intern Support and Supervision Program (ISSP)*!

The *ISSP* serves as the support and supervision bridge between your Intern Credential Program and your District by providing an orientation for you and your district-hired Mentor. The orientation will highlight the requirements of the California Commission on Teacher Credentialing's guidelines for Intern Support and Supervision and the requirements of the NCSOE's *ISSP*. The *Mentor Academies* will provide your Mentor with strategies and resources to ensure that he/she provides you with individualized attention and guidance as you move beyond the theory of your Intern Credential Program coursework to the practical applications in your classroom. The program emphasizes the importance of supporting you as you begin to focus on the *Teacher Performance Expectations (TPE)* and the *California Standards for the Teaching Profession (CSTP)*.

Please carefully read the following items regarding the status of your Intern Credential:

1. What are the **issuance dates** on your intern credential? Intern credentials are generally issued for two years; Education Specialist district intern credentials are generally issued for three years. Pay close attention to your issuance dates and make sure you complete all of your Intern Credential Program coursework prior to the **expiration date** of your Intern Credential.
2. In order to retain your intern credential, you must be **employed and continuously enrolled** in your Intern Credential Program (some exceptions are made for a leave of absence for one semester, but this must be approved on a case-by-case basis). Continuously enrolled means that you are registered, taking classes, and paying tuition each semester.
3. Your intern credential is **restricted to the place of employment** listed at the bottom of your credential. If your place of employment changes during the issuance dates, please contact the NCSOE Intern Support and Supervision Program's Coordinator and your Intern Credential Program's Credential Analyst. The Credential Analyst will have you complete an application and will process your updated credential based on your new place of employment.
4. If you are an *education specialist* or *multiple subject* Intern, your preliminary credential cannot be obtained until you pass the **RICA exam**. If you are a *single subject* or *multiple subject* Intern, you must pass the Teaching Performance Assessments. Plan to take these exams **before you finish** your Intern Credential Program.

The following items clarify the roles of the Intern, the Intern Credential Program, the Mentor, and NCSOE:

- General information and overview of the North Coast School of Education:** [www.ncsoe.org](http://www.ncsoe.org)
- Registration Information:** Complete the online program registration and sign up for the *NCSOE Orientation* (unless your University worked with NCSOE to provide an on-site orientation): [www.ncsoe.org](http://www.ncsoe.org)
- Intern Support and Supervision Program Eligibility, Roles, and Responsibilities:** Please read this document carefully: [www.ncsoe.org](http://www.ncsoe.org)
- Intern Agreement:** Your Intern Credential Program's Supervisor or NCSOE *ISSP* Coordinator will give you a blank copy of the Intern Agreement. Read through this carefully. The roles and responsibilities of your District/Site Administrator, your Mentor, your Intern Credential Program's Supervisor, the NCSOE, and you are delineated in this agreement. As the Intern, **you are responsible** for completing this agreement, obtaining all signatures, and uploading a copy to your NCSOE account. Also, **keep a copy for your records** and give a copy to your Site Administrator and Credential Program Supervisor.

Please feel free to contact us at any time for additional assistance. We look forward to our work together.

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