



College of Education
Department of Special Education
1600 Holloway Avenue, BH 156
San Francisco, CA 94132-4161
(415) 601.6226/ncerto@sfsu.edu

May 12, 2016

Wendy Tukloff, Ed.D., Superintendent
Pacifica School District
375 Reina Del Mar
Pacifica, CA 94044

Dear Dr. Tukloff:

I am responding to a request to process an *Intern Credential* for JAMELLE SHIM so that she can be employed as a teacher of students with Mild-Moderate Disabilities with your district in Academic Year (AY) 16-17. MS. SHIM is a current student in the Department of Special Education at San Francisco State University (SFSU). In Fall, 2016 she will be in the final stages of completing the course requirements for a Preliminary Educational Specialist Credential in Mild-Moderate Disabilities, and, she meets all of the prerequisites to apply to the Commission on Teacher Credentialing (CTC) for an Intern Credential through our College, contingent upon an offer of employment as a teacher of students with Mild-Moderate Disabilities with your district.

In order to process Intern Credentials, CTC requires that we execute an interagency agreement between your district and our university that governs intern support and management. Attached is an Interagency Agreement to establish a relationship between Pacifica School District and SFSU, Department of Special Education to process Intern Credentials for Education Specialist positions and support interns. At present there only will be one intern, mentioned above, from your district attending SFSU (see attached intern list). However, the agreement is written generically to cover that individuals and any future interns, in the unlikely event that the need arises to process additional Intern Credentials.

Please note that this agreement includes our fee of \$1,000 per AY for each intern to cover the administrative costs of processing intern credentials, managing interns and for intern support. This fee reimburses our department faculty and staff for the following intern candidate management and support services that are not covered by the university's general fund:

- advising and processing late admissions for intern candidates;
- advising and processing intern credential applications;
- faculty instructional reimbursed-release-time for intern management and support;
- providing on-going advice and consultative services to interns;
- verifying candidate continued enrollment by term;
- collecting candidate progress data by term;
- maintaining district support provider database for CTC;
- managing annual intern consent submission;
- submitting reports to CTC; and,
- collecting accreditation evidence.

This fee will be billed at the end of each academic year as long as the candidate's Intern Credential remains valid and your district confirms that the intern has remained employed. If an intern quits, is dismissed, or earns their Preliminary Credential during the academic year, your district will *not* be billed.

In order to establish this agreement and process intern credentials, please have the appropriate school official sign the attached Interagency Agreement and return it to me as an *e-mail attachment*. I will have our Director of Procurement counter-sign the agreement, and will provide your district with a fully executed copy. Please contact me if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Nicholas J. Certo".

Nicholas J. Certo, Ph.D.
Professor & Intern Project Coordinator