

INTERN RECOMMENDATION PROCESS

Please review the outline below to prepare for an intern recommendation

Education for Inclusive Classrooms Program (EPIC)

1 COMPLETE PROFILE

Upon acceptance into the program, please make sure that your profile information includes your full legal name, your social security number and your birth date. Missing or inaccurate information can impact your ability to receive an intern recommendation in a timely manner. In addition, make sure to [set up your CTC account now and apply for a certificate of clearance.](#)

2 MEET PROGRAM REQUIREMENTS

Candidates eligible for a [District Intern Credential](#) must meet program requirements. For candidates without a credential, they must meet the 120 hr course requirement, and have submitted an official transcript (other requirements not listed may apply). In addition, all interns should hold a valid CPR certification. For AP candidates, they may secure internships upon acceptance into the program

3 SECURE INTERNSHIP

Candidates must secure internships on their own accord. However, EPP works closely with local school districts and can provide job coaching, and information about open positions. In addition, eligible intern candidates will be provided an intern eligibility letter, which they can use in pursuit of intern positions.

4 UPLOAD VERIFICATION DOCUMENTS

Accepted verification documents include a contract that is signed and dated by the District, or a letter of employment verification that is on district letter head and signed and dated by the district. All documents should indicate intern placement and status and **must be uploaded** by the intern into their student accounts at eppscholar.sccoe.org.

5 SUBMIT INTERN REQUEST

Once an intern candidate has uploaded the required verification forms, candidates should submit an intern recommendation request form via eppscholar.sccoe.org. Navigate to Request Information in the menu bar. Click on [Student Request Form: Intern Recommendation](#). After reviewing the intern request, the program coordinator will approve or deny the request. If approved, your request will be processed according to the program timeline. If denied, the coordinator will reach out to candidate for further instruction.

6 COMPLETE CREDENTIAL REQUEST

Once EPP submits an intern recommendation on behalf of a candidate, it is the responsibility of the candidate to complete the final step. Credential Services at SCCOE will email the recommended candidate, confirm their recommendation and instruct them to pay the credential fee via the [CTC website](#). Paying the credential fee is the final step to obtain an intern credential.

7 INTERN CREDENTIAL COMPLETE

Congratulations! You are now officially an intern. Make sure to sign up for and attend your intern seminar courses, and the coaching course. If you need to change anything in regards to your program, please make sure to contact [EPP Program Coordinator](#) Kalpana Thatte at kthatte@sccoe.org or 408-453-4259

[EPPSCHOLAR.SCCOE.ORG](https://eppscholar.sccoe.org)