

NAME: _____
First Middle Last

EMAIL: _____

CREDENTIAL: _____
(ex: Multiple Subject, Single Subject English)

DOB: _____

SSN: _____

INTERN CREDENTIAL RECOMMENDATION CHECKLIST

Documents**

- ☐ Basic Skills Requirement; please refer to [CL-667](#)
- ☐ Official Bachelor's Degree transcript from a regionally-accredited college or university**
- ☐ Pre-service course completion
- ☐ US Constitution course or examination
- ☐ Subject Matter Competency
- ☐ Certificate of Clearance

*Academic Advisor Verification of Course Completion Needed

** All documents except for the official transcript must be submitted via Canvas.

*** Transcript must be official and be addressed to: Kate Carlin, Mills College at Northeastern, School of Education, 5000 MacArthur Blvd. Oakland, CA, 94613, or official and electronically sent to k.carlin@northeastern.edu via the transcript provider. Transcripts addressed to or sent directly from the student cannot be accepted.

Once all materials have been received by the College Credential Analyst, an online recommendation will be made to the CTC for your candidacy for a credential. You will receive an email with a website link that will give you instructions about how to complete the application by submitting an online payment. THE CREDENTIAL CANDIDATE MUST COMPLETE THE RECOMMENDATION PROCESS ONLINE BEFORE THE CTC WILL REVIEW THE RECOMMENDATION.

For Credential Analyst Use Only

Date Submitted via the Online Recommendation System: ____ / ____ / ____

Date Credential Issued: ____ / ____ / ____

Date of Credential Expiration: ____ / ____ / ____