

**\*\*INTERNSHIP CERTIFICATE ELIGIBILITY REQUIREMENTS\*\***

An Internship Certificate is an **optional and temporary** certificate available for **actively enrolled graduate students** that are either **employed or have an offer to teach** in their area of study full time. They must **have completed 50% of their program coursework, all required mandated workshops** and **fingerprint clearance on their state TEACH Online account**.

The institution will provide supervision through appropriate faculty for the period during which the student is enrolled in their clinical course. The internship certificate **is valid for two years or valid up until official graduation; whichever comes first**. The state will expire the internship validation after graduation when students should be ready for their initial certificate; regardless of the original set date. **It is non-renewable**.

**To receive a recommendation from Lehman College for an internship certificate in their area of study, students must submit the following to the Lehman Certification Office:**

- Must submit a signed copy of the ***Eligibility for Internship Certificate Adviser Approval Form*** (see 2nd page) from their program advisor in compliance, confirming matriculation status, current enrollment and **50%** coursework completed. (Students may also use **this form** as proof of internship certificate eligibility when applying to the NYCDOE)
- Must submit **proof of employment as a teacher or having acquired a job offer letter** by the school Principal or Director. **Letter must include what subject area and grade level of the teaching position which must match your area of study at Lehman.**
- Must provide proof of **completion of all required mandated workshops**. They are as follows:
  - School Violence Intervention and Prevention Workshop
  - Child Abuse Identification and Reporting Workshop
  - DASA: Anti-Bullying & Discrimination Training Workshop
  - Needs of Students with Autism (**Additional for Special Ed & Speech students only**)
- Must have **fingerprint clearance on TEACH Online Svcs. account** in order for the state to issue **any** certificate. Most students get their fingerprints taken by the (NYCDOE) New York City-DOE in Brooklyn. Students will need to request & grant permission to the NYCDOE to release copies of their prints to their state account. Contact NYCDOE at (718) 935-4000 or by email: [hrconnect@schools.nyc.gov](mailto:hrconnect@schools.nyc.gov); [hrcservicecenter@schools.nyc.gov](mailto:hrcservicecenter@schools.nyc.gov).
- Must eventually **complete their internship/ student teaching course before graduating**. (*Contact program adviser to know if or when this course will be required*)
- The state **does not** require any exams for the internship certificate.

**After** the above requirements are completed & submitted to the Certification Office, a college recommendation will be submitted into their state TEACH Online account. The state will require the student to **file a paid application** (\$50) through their state TEACH Online account. The Certification Office will supply instructions to apply. As long the student has fingerprint clearance on their TEACH Online account, the state should approve the issuance online through their account.

If you think you meet these qualifications for an Internship Certificate, please submit all required documentation to the Lehman Certification Office via email at: [teacher.certification@lehman.cuny.edu](mailto:teacher.certification@lehman.cuny.edu)

**To create a TEACH Online Services account, state certification information, visit the New York State Education Department- Office of Teaching Initiatives website:**

**<http://www.highered.nysed.gov/tcert>**

# **ELIGIBILITY FOR INTERNSHIP CERTIFICATE ADVISER APPROVAL FORM**

**Date:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_ (PRINT FULL NAME)

**Program Area & Degree:** \_\_\_\_\_

**CUNY EMPL ID#:** \_\_\_\_\_

To Whom It May Concern:

This form serves to confirm that the above named student is **currently enrolled** in a graduate level New York state approved teacher preparation program at Lehman.

The student **has completed 50% of their program coursework and is eligible** for a temporary internship certificate in their area of study.

The student can be recommended for the internship certification by Lehman College, **after specific requirements are met and upon receiving a letter of allocating a teaching position in their area of study and grade level from an official school administrator.**

The internship certificate will be effective immediately once approved and issued by the New York State Education Department- Office of Teaching Initiatives.

**By signing this form below as the student's program adviser**, I verify and approve their current matriculation status as actively enrolled, in good standing and having completed 50% of all program coursework.

\_\_\_\_\_  
**Program Coordinator/ Adviser Signature**

School of Education  
Lehman College

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The internship certificate **is valid for two years or valid up until official graduation; whichever comes first**. The state will expire the internship validation after graduation; regardless of set date. It is **non-renewable**. \*\*

Please submit a copy of this approval form to the Lehman Certification Office via:  
**[teacher.certification@lehman.cuny.edu](mailto:teacher.certification@lehman.cuny.edu)**