MERCED COUNTY Office of Education
Steve M. Tietjen, Ed.D.
County Superintendent of Schools
NURTURE • SERVE • LEAD

MCOE Intern Programs Requirements Checklist

Merced County Office of Education supports both Multiple Subject Intern Candidates and Education Specialist Intern Candidates. In order to qualify for an intern credential, you must fulfill the following requirements:

1. Bachelor's degree: A bachelor's degree from a regionally accredited institution
2. Fingerprint Clearance: Certificate of Clearance or any valid credential, including substitute permits
3. Basic Skills Requirement: Often met via CBEST or coursework *(As of 6/29/2024, this requirement is now met by possession of a bachelor's (or higher) degree earned at a regionally accredited college or university).*
4. Subject Matter Competence: Often met via CSET or coursework
5. U.S. Constitution Requirement: Met via coursework or assessment
6. Pre-Service Preparation: Met via credential or coursework

Once the above requirements have been met, the candidate is eligible for an Intern Credential. The Credential Analyst will file for an Intern Credential once the candidate has an **Offer of Employment as a Teacher of Record.** (The offer of employment must be for a teaching position. Employment as a paraprofessional, substitute, or PIP/STSP is not included. The position must be for at least 50% of a teaching contract)

Step 1: Submit an Application with supporting documents

Step 2: Meet with the Program Coordinator for Advising

Step 3: Complete any Outstanding Program Requirements

Step 4: Obtain Offer of Employment

Step 5: Attend Program Orientation and Start Program

If you have any questions, please contact Cristal Flores at crflores@mcoe.org or via telephone at (209) 386-6085.