



Integrated Endorsements/Work-Based Learning Internship/Externship Verification Form

To advance an initial CTE authorization with either an **integrated** or **work-based learning** content area, you must provide verified, successful and relevant intern- or externship experience in your related skill area. A minimum of 40 hours are required to advance from the an initial to a professional CTE authorization.

Important: The experience needs to tie to your CTE content area. For example, those with a CTE/Integrated Math authorization who teach geometry in construction will need to fulfill internship hours in a construction-related field. Contact the appropriate CCCS Program Director for further clarification, if needed.

Please duplicate this form for multiple employer use as needed. **Note:** This form is not valid unless all the following areas have been completed.

This section must be completed by the Applicant:

Name Telephone Number

Address: _____
Street City State Zip Code

Endorsement area: _____ (Required)

I authorize my present or former employer to furnish the following information:

Applicant's Signature Date

This section must be completed by the person supervising the internship/externship:

The individual identified above completed internship/externship hours from _____ to _____
(Month/Year) (Month/Year)

Total hours completed: _____

Description of duties: _____

Business Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Signature: _____

Printed Name: _____ Position: _____

Please return this form (with original signature) to the applicant after completion.