**Intern Checklist**

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| **Due** | **Item or Task** |
| Before Intern Training | * Complete the online ***Application for Probationary Certification;*** submit the ***Fee Agreement*** and ***Statement of Eligibility for Internship*** to your school district |
| During Intern Training | * Complete ***Code of Ethics Affirmation***, ***FERPA Consent***, and ***Statement of Understanding and Agreement*** * Complete PACE orientation training (first days of school video, etc.) |
| August 1 | * Register for Fall coursework (contact PACE Adviser for petition into classes). Please refer to your certification plan. |
| September 1 | * Confirm probationary/intern certificate application and fingerprinting status |
| October 1 | * Submit first ***Intern Observation*** report documenting **one full class period** (45-minute minimum) of observation |
| December 1 | * Submit second ***Intern Observation of the Mentor*** report documenting **one full class period** (45-minute minimum) of observation |
| December 15 | * If you have made an A or B in EDPD 6331, complete the PPR test preparation module on T-CERT website; submit certificate to PACE requesting PPR test approval * Register for Spring course work (contact PACE Adviser for petition into classes). Please refer to your certification plan. |
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| February 1 | * Submit third ***Intern Observation*** report documenting **one full class period** (45-minute minimum) of observation |
| April 1 | * Submit final ***Intern Observation*** report documenting **one full class period** (45-minute minimum) of observation |
| May 1 | * Submit ***Professional Development Tracking Form*** * Confirm registration into summer course work, if applicable (contact PACE Adviser for petition into classes). Please refer to your certification plan. |
| June 1 | * If you have made an A or B in EDPD 6331, complete the PPR test preparation module on T-CERT website; submit certificate to PACE requesting PPR test approval * Apply for the ***Standard Educator Certificate*** if all requirements are complete |
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| August 1 | * Contact PACE regarding a ***Probationary Certificate*** extension if all requirements have not been met *(a fee will be charged to cover the expense of required supervision). All exams (content, PPR, and supplemental) must be passed for an extension.* |