



Provisional Internship Permit (PIP) and Short-Term Staff Permit (STSP) Checklist

This checklist is to be used to verify all supporting documentation for either the PIP or STSP has been scanned and attached to the educator's file when completing an online recommendation. The order of this checklist should be the order in which to scan all documents.

<input type="checkbox"/>	Verification of Requirements	Form CL-857 for a PIP; or Form CL-859 for a STSP
<input type="checkbox"/>	Official transcripts	Bachelor's Degree or higher from a regionally-accredited college or university
<input type="checkbox"/>	Basic Skills Requirement	Original score reports should be scanned
<input type="checkbox"/>	Additional requirements for a PIP	Public Notice -Board action item; or -Posted 72-hour notice Distributed job announcement Verification of contacting college and/or university placement centers Advertising on the internet
<input type="checkbox"/>	If using 3-years of experience to qualify for an Education Specialist PIP or STSP	Letter must meet these requirements: -Be on official letterhead -State full-time classroom experience, or equivalent in part-time experience, working with special education students -State the employment position -Signed by Human Resources

Complete information regarding the requirements for the PIP and STSP can be found in Credential Leaflets [CL-856](#) (PIP) and [CL-858](#) (STSP).