

Deactivation of Intern or Probationary Certificate

The following steps must be followed if you resign, are non-renewed, or are terminated from your teaching position while running on an active intern or probationary certificate.

Step #1: Notify program – fill out intern cancellation form to give the program details

- Available on the Downloads tab
- You can call the main office to request the link to be sent to you for completion
- Link to form -- <https://www.sealeddata.net/internship-cancellation-form2.php>

Step#2: Within 24 hours of filling out the intern cancellation form, you must provide the program with your resignation, non-renewal, or termination letter from the school.

You will be notified by letter once the deactivation process begins. Failure to provide the required information to WCACP in the given amount of time will result in your termination from program.