Reading Instruction Program

UC San Diego Extended Studies
Certificate Only or
Reading & Literacy Added Authorization with a UCSD Certificate
Option

Earn a *Reading and Literacy Added Authorization (RLAA)* for
California Teaching Credential Requirements

**Guidelines and Tips for the
Online Application**

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Welcome to Reading Instruction

The online Reading Instruction program offered by UC San Diego Extended Studies is designed for candidates to earn UC San Diego Extended Studies Professional Certificate and/or an Added Authorization in Reading and Literacy for to a California Teaching Credential.

This program reflects standards adopted by the California Commission on Teacher Credentialing for Reading and Literacy Added Authorization Programs. A complete application and formal admission to the program is suggested prior to enrolling in any Reading Instruction program courses.

The UC San Diego Certificate and Reading and Literacy Added Authorization prepares teachers in reading and literacy using a solid curriculum that expands their basic assumptions and knowledge of reading foundations, reading assessment, reading research, reading intervention, reading strategies and the design of effective literacy models.

Building literate classrooms across subject matters and preparing students to become fluent, independent readers has become a major emphasis in all school districts. This program is designed to help credential teachers meet local, state, and federal requirements.

Please make sure to thoroughly review the instructions below before completing and submitting the online application. In addition to the online application, current copies of your teaching credentials, employment verification, and official transcripts from the university that awarded you a Bachelor's Degree or higher must be submitted. Applications will not be processed without supporting documents. Please note that you must have a valid teaching or services credential in California if you plan on applying to the Reading and Literacy Added Authorization option.

Application Fees

A $95.00 nonrefundable application fee is required. You will not need to pay the fee until after your application has been received and reviewed. Once the Education & Community Outreach (ECO) determines your application is complete you will receive detailed information in order to pay the application fee.

Track Options

All Candidates must select one of the two track options below. Refer to the Checklist at the end of the application for details on all the items that you must submit for approval.

UC San Diego Reading Instruction Certificate Only Track

This option is available for candidates who choose to earn a UC San Diego Extension Professional Certificate in Reading Instruction.

Reading & Literacy Added Authorization and UC San Diego Extension Professional Certificate Track

This option is available for candidates that have a California Teaching Credential, three years of teaching experience, a California English Learners Authorization and need to fulfill the requirements to earn their California Reading & Literacy Added Authorization.

Reading Instruction: Required Coursework

The following courses are required for candidates as appropriate. Please note that all candidates must complete coursework with an *aggregate* GPA or 2.0. **Grades of C- or below will not count toward the completion of Reading Instruction Certificate completion purposes.**

Reading Instruction Program Courses		
EDUC 80012	Reading and Literacy Orientation	0.0 quarter units
EDUC 31415	R & L: Culture of Literacy	4.5 quarter units
EDUC 31416	R & L: Assessment, Intervention, & Instruction	4.5 quarter units
EDUC 31417	R & L: Research, Instruction, & Intervention	4.5 quarter units
EDUC 31418	R & L: Planning, Organizing, and Providing Literacy Instruction	6.0 quarter units
EDUC 31722	R & L: Fieldwork (ONLY FOR CTC ADDED AUTHORIZATION)	3.0 quarter units
EDUC 31419	Reading and Literacy Portfolio	1.5 quarter unit

Reading and Literacy Added Authorization Candidates

The Reading and Literacy Added Authorization (RLAA) authorizes the holder to assess student reading and provide reading instruction in response to those assessments. RLAA holders are also authorized to develop, implement, and adapt the reading content curriculum and assist classroom teachers in these areas.

The coursework is identical to the UC San Diego Extension Reading Instruction Certificate. The admissions requirements and the additional process to request a recommendation at the end of the program are required. **Grades of C- or below will not count toward the completion of Reading & Literacy Added Authorization coursework for recommendation purposes.**

Please see our Extension website for a current listing of classes at: https://extendedstudies.ucsd.edu/courses-and-programs/reading-added-authorization-and-certificate

Application Guidelines - Required Materials for All Candidates

Please make sure to review all application materials thoroughly before selecting a Reading Instruction Track. Regardless of track selected, all candidates must submit the following items to determine eligibility for admission to the Reading Instruction program:

1. Submission of completed application packet including:
   a. Completed Online **Application to the Reading Instruction Program**
   b. Official Transcript(s) for college and/or university coursework showing a conferred degree (bachelor's or higher) from an accredited institution. Transcripts must show degree and date conferred.
      i. **Degrees Awarded Outside the United States of America**: Official, sealed, unopened transcript from a Commission Approved Evaluation service indicating the verification of baccalaureate or higher degree including degree awarded and date (i.e. WES, IERF, etc.)
      ii. Electronic Transcripts are preferred and must be sent directly from a college and/or university to submittranscript-debs@ucsd.edu
         1. Ensure you TYPE IN this transcript email address. If you choose UCSD from the menu, your transcript will be sent to the incorrect department, and we will not be able to retrieve it.
      iii. If your alma mater does not issue official electronic transcripts, we also accept original, sealed, and unopened transcript(s) sent through the mail. Please email unexeduc@ucsd.edu for our mailing address.
   c. Statement of Intent
      i. Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator.
   d. Separate items on the application checklist based upon the program option you are applying under. *Application checklists are at the end of the application packet.*
2. Additional Requirements for candidates applying for the CCTC Reading Certificate Authorization
   a. Copies of current California teaching credential(s) including renewal codes and dates of validity
   b. Verification of a California English Learner Authorization
   c. **Letter of Verification** to validate 3 years of full-time teaching experience.
      i. Letter of Verification Requirements.
      ii. Electronic PDFs are preferred but they must be signed using a CTC approved method.
      iii. Original letters or certified true copies are also accepted. Please email unexeduc@ucsd.edu for the mailing address.
   d. Copy of Basic Skills Requirement, if applicable.
3. All Candidates – After your application packet had been received and reviewed, you will be sent detailed information to pay the application fee.
   a. Non-Refundable **application fee** of $95.00.

Electronic Transcripts
Electronic transcripts are preferred but they must be sent directly from your college and/or university.
A forwarded email or scan copy from a candidate is considered an unofficial transcript and would not be valid for admission purposes. The email address to submit electronic transcripts to: submittranscript-debs@ucsd.edu.
Transcripts can also be submitted via mail. Please email unexeduc@ucsd.edu for the mailing address.

Statement of Intent
Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator. The statement will be reviewed as part of the admission decision.

California Teaching Credential
You will need to submit a copy of your California Teaching Credential as a part of your application. Go to the Commission website http://www.ctc.ca.gov/ and select the option to "Search For Educator". Choose the search tab. Search for yourself. Click on your document number. All the renewal codes for your credential will then display. Save as a PDF to upload to your online application.

English Learner Authorization
RLAA Credential Programs shall determine that the candidate possesses an English Learner authorization as specified in Education Code.

You will need to submit a copy of your California English Learner Authorization as a part of your application. Go to the Commission website http://www.ctc.ca.gov/ and select the option to "Search For Educator". Choose the search tab. Search for yourself. Click on your document number. All the renewal codes for your credential will then display. Save as a PDF to upload to your online application.

Basic Skills Exam
RLAA Credential Programs shall determine, prior to recommending a candidate for the added authorization or credential, that the candidate has met the Basic Skills Requirement as specified in Education Code section 44252(b), unless exempt by statute.

In most cases if you hold a teaching credential in California you have fulfilled this requirement. If your preliminary credential has a Basic Skills Requirement this must be fulfilled within one year of your credential being issued. If you did not complete this requirement within one year of your credential issuance then your credential is no longer considered valid by the Commission.

You must fulfill your Basic Skills Exam requirement with the California Commission on Teacher Credentialing or you are not eligible for a California English Learner Authorization.

Please refer to leaflet CL-667. Out-of-state prepared holders of the preliminary multiple subject, single subject, and education specialist credentials must complete the basic skills requirement during the first year of certification.

Letter(s) of Verification

All candidates for the CCTC Commission-approved Reading and Literacy Authorization program must submit a letter of verification. The letter or combination of letters must validate 3 years of full-time teaching experience.

In general, RLAA candidates should submit the following:

- All applicants must have at least 3 years of full-time teaching experience.
  - This experience can be in any grade or subject, preschool through adults. Acceptable experience **does not** include student teaching, intern teaching, or teaching while holding an emergency permit. Full-time teaching experience outside of California may be accepted.
- A letter of verification is required to validate teaching experience. The letter(s) of verification must be on school letterhead with an original signature. The following information must be included in the letter:
  - The professional relationship between the applicant and the person signing the verification
  - Beginning and ending dates of employment
  - A brief description of duties specifying teaching experience
  - A statement indicating your teaching experience has been full-time
    - If you wish to submit a combination of part-time teaching experience the letter must state the number of hours taught during that assignment.

Clarification of Full-Time Experience and Student Teaching

- **Full-Time Experience** is defined as teaching for a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time employment will be accepted. Experience earned outside of California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel or human resources by which the individual was employed.

- **Student Teaching** is defined as experience in a classroom or school under the direction and supervision of an experienced practitioner to complete program requirements. Other terms sometimes used include field work, field experience, directed teaching, practice teaching, practicum, etc.

Application Processing Timeline

All mail sent to the University is processed through a central mail repository. Please assume it will take at least two weeks for any item mailed to be received by the Education & Community Outreach (ECO) department.

Applications will be reviewed by a Credential Analyst. Applicants will be notified of acceptance into the Reading Instruction Program by email within 4 weeks of receipt of a completed application. **We cannot accept applications or supporting materials via email from the candidate.**

GPA Requirements for Program Completion

Candidates must successfully maintain an overall GPA of 2.0 or better and receive a grade of "C" or higher in each course to receive the UC San Diego Extension Certificate or to be formally recommended to the Commission for a Reading & Literacy Added Authorization (RLAA). *A grade of "C-" or lower is not equivalent to a grade of "C" or higher.*

Formal Recommendation to CCTC

After completion of the requirements in your Planned Course of Study for the Reading & Literacy Added Authorization (RLAA), candidates must submit the following materials to initiate the online recommendation process.

- Submit a completed Request to Recommend form and Transcript Request form using the secure DocuSign link.
- The Commission will send the Recommendation notification to the email address they have on file.
  - ***Update your email with the Commission prior to submitting the Request to Recommend.***
    - CTC Logon Procedure
- Candidates will be required to complete their recommendation directly with the CTC by following these steps: https://www.ctc.ca.gov/credentials/complete-recommend
  - A recommendation is NOT COMPLETE until the candidate has followed the steps outlined in that link and paid the processing fee to the CTC.
- Candidates will be required to submit a processing fee directly to the California Commission on Teacher Credentialing upon recommendation for the Reading Instruction program.
  - This fee must be submitted through the Commission's online recommendation system and can only be made by debit or credit card.

Please contact the department at unexeduc@ucsd.edu if you require more detailed instructions.

Online Application

The application checklists follow and detail each required application item. Please refer to the checklist to see what items you can complete and upload to the online application and any materials that you are required to provide separately.

<u>Checklist Available</u>
- UC San Diego Extension Reading Instruction Certificate
- Reading & Literacy Added Authorization and UC San Diego Extension Reading Instruction Certificate

The checklists are also available in the online application system.

Right to Appeal

The candidate has the right to appeal the following restrictive actions:

(a)   Not accepted in the Reading Instruction Program
(b)   Not permitted to complete coursework component
(c)   Not permitted to advance to portfolio component
(d)   Not given credit for a course
(e)   Not given credit for classroom observation
(f)   Not recommended for a credential
(g)   Recommended for probation or dismissal.

The Appeals Process

A candidate's appeal must be in writing and shall be submitted to the Director. In all instances except appeals regarding denial of admission, denial of recommendation for the credential, probation, or dismissal, the Director will schedule an interview (typically by telephone) with the individual submitting the appeal and any other personnel involved in the case and will document the testimony. Subsequently, a decision will be rendered by the Director for conclusive action.

READING INSTRUCTION CERTIFICATE ONLY TRACK
APPLICATION CHECKLIST FOR THE
Reading Instruction Program

*The following **three** items must be completed and included in your initial application submission*

_____ 1. Completed Online **Application to the Reading Instruction Program**

_____ 2. **Statement of Intent**
   - Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator.
   - This must be written in the online application system.

_____ 3. **Official Transcript(s)** for college and/or university coursework indicating the verification of baccalaureate **or** any higher degree from an accredited institution, including degree awarded and date.
   - **Degrees Awarded Outside the United States of America**: Official, sealed, unopened transcript from a [Commission Approved Evaluation](#) service indicating the verification of baccalaureate or higher degree, including degree awarded and date (i.e. WES, IERF, etc.)
   - Electronic Transcripts are preferred and can be sent directly from a college and/or university to submittranscript-debs@ucsd.edu
     - Ensure you TYPE IN this transcript email address. If you choose UCSD from the menu, your transcript will be sent to the incorrect department, and we will not be able to retrieve it.
   - If your alma mater does not issue official electronic transcripts, we also accept original, sealed, and unopened transcript(s) sent through the mail. Please email unexeduc@ucsd.edu for our mailing address.

For questions regarding the Reading Instruction Application email:
unexeduc@ucsd.edu
Important: Retain copies of all materials submitted for your files and reference.

READING & LITERACY ADDED AUTHORIZATION AND READING INSTRUCTION CERTIFICATE TRACK
APPLICATION CHECKLIST FOR THE
Reading Instruction Program
*The following **seven** items must be completed and included in your initial application submission*

_____ 1. Completed Online **Application to the Reading Instruction Program**

_____ 2. **Statement of Intent**
  - ➢ Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator.
  - ➢ This must be written in the online application system.

_____ 3. **Official Transcript(s**) for college and/or university coursework indicating the verification of baccalaureate **or** any higher degree from an accredited institution including degree awarded and date.
  - ➢ **Degrees Awarded Outside the United States of America**: Official, sealed, unopened transcript from a Commission Approved Evaluation service indicating the verification of baccalaureate or higher degree, including degree awarded and date (i.e. WES, IERF, etc.)
  - ➢ Electronic Transcripts are preferred and can be sent directly from a college and/or university to submittranscript-debs@ucsd.edu
    - o Ensure you TYPE IN this transcript email address. If you choose UCSD from the menu, your transcript will be sent to the incorrect department, and we will not be able to retrieve it.
  - ➢ If your alma mater does not issue official electronic transcripts, we also accept original, sealed, and unopened transcript(s) sent through the mail. Please email unexeduc@ucsd.edu for our mailing address.

_____ 4. Copy of your current valid California teaching credential(s) including renewal codes and dates of validity
  - ➢ This must be uploaded as a PDF to the online application system.

_____ 5. Verification of a California English Learner Authorization.
  - ➢ i.e. CLAD Authorization (ELA1), ELAM, ELAS, ELAM
  - ➢ This must be uploaded as a PDF to the online application system.

_____ 6. **Letter(s) of Verification** to validate 3 years of full-time teaching experience.
  - ➢ Letter of Verification Requirements.
  - ➢ Electronic PDFs are accepted but they must be signed using a CTC approved method.
  - ➢ Original letters or certified true copies are also accepted. Please email unexeduc@ucsd.edu for the mailing address.

_____ 7. Copy of **Basic Skills Exam**, if applicable
  - ➢ Basic Skills Requirement.

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