

# CLAD Through CTEL Application Notice

## Coursework Only or Combined CTEL Exam Test Scores & Coursework Option

### *Requesting an Application*

#### *How can I receive an application to the CLAD Through CTEL Program?*

The quickest way to receive an application is to send an email request to the following: [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu). Once the request is received an email with the application packet will be sent directly to you.

#### *What materials should I expect to provide as a part of the application process?*

Detailed information on the application requirements is provided in the application packet. All applicants should follow the application checklist when preparing to submit an application.

In general, candidates should be prepared to submit the following:

- Completed, Signed, and Dated **Application Form**.
- An application fee of \$60.00. Payable to UC Regents.
- Copy of current valid **California teaching credential(s)**
- **Official, Sealed, Unopened Transcript(s)** for college and/or university coursework indicating the verification of baccalaureate and 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.
- *Combined CTEL Exam Option Candidates: Copy of CTEL Exam Scores.*

#### *How long does it normally take to process an application?*

Applications will be reviewed by a credential analyst. Applicants will be notified of acceptance into the CLAD Through CTEL Program within 4 weeks of receipt of a completed application.

The Education Department will mail all admitted Combined CTEL Exam candidates an acceptance notification, including a Planned Course of Study. Coursework Only candidates will be emailed with an acceptance notification.

#### *What is the contact information for the Education Department if I have a question?*

The Education Department is available at (858) 534-9273 or (858) 534-9286 and email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu). You can expect the fastest response time to an email inquiry.