

Reading Certificate Application Notice

UCSD Only Certificate or Combined CCTC Authorization & UCSD Certificate Option

Requesting an Application

How can I receive an application to the Reading Certificate Program?

The quickest way to receive an application is to send an email request to the following: 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 and Statement of Intent**.
- **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.
- **Combined CCTC Authorization & UCSD Option-**
 - **Verification to validate 3 years of full-time teaching experience.**
 - Copy of current valid California teaching credential(s)
 - Copy of current valid California English learner authorization
- All Candidates - An application fee of \$60.00.
 - Once you are admitted to the program, detailed information in order to pay the application fee will be provided.

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 Reading Certificate Program by mail within 4 weeks of receipt of a completed application. The Education Department will email all admitted candidates an acceptance notification to the email address you provide on the application.

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. You can expect the fastest response time to an email inquiry.