

CCTC Reading Program

Letter of Verification Requirements

Submitting Letter of Verification of Teaching Experience

Who is required to submit a Letter 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.

Where can I submit the Letter of Verification requirement?

The quickest way to submit the request is directly to the Education Department with all the supporting documentation in your Reading program application packet:

Reading Program,
Department of Education and Behavioral Sciences (DEBS)
UCSD Extension
9500 Gilman Drive #0170N
La Jolla, CA. 92093

What materials should I expect to provide for the Letter of Verification?

In general, 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, 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 wish to submit a combination of part-time teaching experience the letter must state the number of hours taught during that assignment.

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

The Department of Education and Behavioral Sciences (DEBS) is available at (858) 534-9286 and email uneduc@ucsd.edu. You can expect the fastest response time to an email inquiry.