

Credentialing Request to Recommend Notice Clear, CLAD Through CTEL, and Reading Programs

Requesting a Request to Recommend Form

How can I receive a Credentialing Request to Recommend Form?

The quickest way to receive the Request to Recommend Form is to send an email request to the following: unexeduc@ucsd.edu. Once the request is received an email with the Request to Recommend Form will be sent directly to you. The form and instructions are also provided in the following classes: Clear Credential Portfolio, CLAD Through CTEL Portfolio, and Reading Practicum or Reading and Literacy Portfolio.

What materials should I expect to provide as a part of the Credentialing Request to Recommend process?

Detailed information is provided on the Request to Recommend Form. In general, candidates should be prepared to submit the following:

- Completed **Request to Recommend Form**.
 - Indicate on the form which program you were admitted to: Clear, CLAD Through CTEL, or Reading.
- **Official, Sealed, Unopened Transcript(s)** to verify you have completed all the coursework requirements for the program you were admitted.
 - This includes any coursework completed at UCSD Extension.
- **Clear Credential Candidates:** Updated copies of all your current valid California teaching credential(s) if you have not submit copies of all new or updated credentials you received after you were admitted to the program.

How long does it normally take to process a Recommendation?

Recommendation requests will be reviewed by a credential analyst. Candidates will be notified of their recommendation to the CCTC within 4 weeks of receipt of a completed Request to Recommend packet.

Recommended candidates will receive an email from donotreply@ctc.ca.gov with detailed instructions on completing the processes with CCTC. This includes a link to answer the Commission's Professional Fitness Questions and to pay the separate processing fee they require.

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

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