CL-469 Form

Emergency CLAD Permit Renewal
Requesting Form & Processing of Form

Who needs a CL-469 form?
Current holders of Emergency CLAD permits that will expire before completing all CLAD Through CTEL Authorization requirements.

When should I request the CL-469?
If your school or district is assisting you with renewing an Emergency CLAD permit that is about to expire.

Or

When your school or district indicates they need your CLAD Through CTEL program to sign a verification form.

Who is eligible to have the CL-469 signed by UCSD Extension?
Coursework Only Candidates
Candidates who are officially admitted into the CLAD Through CTEL Program. In addition, students must complete 9 quarter units of coursework in the CLAD Through CTEL program. *Candidates must finalize their admission to the program according to the steps sent in your admissions notice*.

Test Score and Coursework Combo Candidates
Candidates who are officially admitted into the CLAD Through CTEL Program. In addition, students must complete 4 quarter units of coursework in the CLAD Through CTEL program **AND** passed one subset of the CTEL exam.
Candidates must finalize their admission to the program according to the steps sent in your admissions notice.

Why do I have to be accepted to be eligible?
The CL-469 form requires that any school that signs the form must verify the following:

> **An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the CLAD Certificate.**

The only way UCSD Extension can evaluate this is with a complete application packet and admission to the program substantiating a student's eligibility for our CLAD Through CTEL program.

I thought I had to complete 6 units, why is it 9?
The form specifically requires 6 semester units or 9 quarter units. All coursework at UCSD Extension is offered on a quarter unit basis. As a result, you must complete 9 quarter units.

How can I request a completed CL-469 form?
Once you are admitted to the CLAD Through CTEL program and have completed 9 quarter units of coursework you are eligible to request the form. In order to request the form, simply send an email requesting a completed CL-469 form <u>and provide a valid address to mail the completed form to.</u>

Where should I email the request?
You can email the request to either of the Program Managers in the Department of Education and Behavioral Sciences:

Andrew Koppert	akoppert@ucsd.edu
Amy Duncan	aduncan@ucsd.edu
Education Department	unexeduc@ucsd.edu

Why do you mail the form?
The Commission will only accept the form if it has an original signature on it.

How long does it take to process the form?
It takes approximately a week from when the request is received. The form is mailed directly to the address on the request.

Can I request a second completed CL-469 form?
We are not able to process a request for second CL-469 form if you have not completed the program after your first CL-469 form was signed.

In order for a second CL-469 form to be signed you must have completed all the program requirements. If you have completed all your program requirements for the CLAD Through CTEL program you should submit a Request to Recommend, rather than a request for a second CL-469 form.

About the CL-469 form:
The Commission does limit the number of renewals of an emergency permit. You should complete the CLAD Through CTEL program as soon as possible to remain eligible for employment.