

## **English Learner Authorization (CLAD) Through ELD Program**

Departmentalized instruction in English language development (ELD) is only available for current holders of ELAM, ELAS, and ELAE.

Earn a Crosscultural, Language, and Academic Development (CLAD) Certificate for California Teaching Credential Requirements

**Guidelines and Tips for the  
Online Application**

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### [Welcome to English Learner Authorization \(CLAD\) Through ELD](#)

The online English Learner Added Authorization (CLAD) Through CTEL program offered by UC San Diego Extended Studies is designed for candidates to earn an English Learners Authorization as an Added Authorization to a California Teaching or Service Credential. This option allows holders of a valid ELAM, ELAS, or ELAE to earn a full CLAD English Learner Authorization.

Candidates that are issued a preliminary credential through a California prepared program and enrolled in a program on or after January 1, 2014 are issued a preliminary credential with the English Learner Authorization of ELAM, ELAS, or ELAE. Teachers with those authorizations are authorized to provide ELD instruction in self-contained and core settings authorized by the prerequisite credential, *but not as a separate content area in a departmentalized setting*.

This English Learner Authorization (CLAD) Through ELD program is only for individuals that hold a valid ELAM, ELAS, or ELAE on their California teaching credential and may be required to earn the full CLAD Added Authorization for employment purposes. This provides candidates an option to obtain the following authorization, in addition to what they currently hold:

- The following instructional services may be provided to English learners (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit.

This program reflects standards adopted by the California Commission on Teacher Credentialing for CLAD Through CTEL Programs. A complete application and formal admission to the program is suggested prior to enrolling in the English Learner Authorization (CLAD) Through ELD course. **Only individuals that hold a valid ELAM, ELAS, or ELAE are eligible for this program.**

Please make sure to thoroughly review the instructions below before completing and submitting the online application. In addition to the online application, current copies of your teaching credentials, and official transcripts from the university that awarded you a Bachelor's Degree or higher must be submitted. Applications will not be processed without supporting documents. Please note that you must have a valid teaching or services credential in California.

***This program does not issue a UC San Diego-Certificate upon completion. Only the California Commission on Teacher Credentialing (CCTC) Crosscultural, Language, and Academic Development (CLAD) Certificate is issued upon successful completion of all the CLAD Through CTEL Program requirements.***

#### **Application Fees**

Although there is no fee for applying to the program, once admitted to the program you will be sent information in order to register for a \$0 section in order to confirm your admission to the program.

#### **[Coursework Only Track](#)**

The only option available for candidates who choose to earn their ***Crosscultural, Language, and Academic Development (CLAD) Certificate*** through this program is entirely through coursework.

### CLAD Through ELD Program: Required Coursework

The following courses are required for candidates as appropriate. Please note that all candidates must complete coursework with an *aggregate* GPA of 3.0. **Grades of C- or below will not count toward the completion of CLAD Through CTEL coursework for recommendation purposes.**

CLAD Through ELD Course		
EDUC 40222	Departmentalized English Language Development for K-12	6 quarter units

### Formal Recommendation to CCTC

*Only candidates that have finalized their admission to the program and successfully completed the required course are eligible for recommendation of the Crosscultural, Language, and Academic Development (CLAD) Certificate to the Commission.*

After admission to the program and completion of the requirements for English Learner Authorization (CLAD) Through ELD coursework only candidates must submit the following materials to initiate the online recommendation process.

- Submit completed Credentialing Recommend Request form
  - The form is available in the Departmentalized ELD class
  - Details are also available at [extension.ucsd.edu/ctel](http://extension.ucsd.edu/ctel)
- Official transcript(s) verifying completion of all coursework on your Planned Courses of Study is required.
  - This includes any coursework completed at UC San Diego Extended Studies.
- The Commission will only send the Recommendation notification to the email address they have on file.
  - **Update your email with the Commission prior to submitting the Request to Recommend.**
    - [CTC Logon Procedure](#)
  - UC San Diego can no longer do so on your behalf.
- Candidates will be required to submit a processing fee directly to the California Commission on Teacher Credentialing upon recommendation for the Crosscultural, Language, and Academic Development (CLAD) Certificate.
  - This fee must be submitted through the Commission's online recommendation system and can only be made by debit or credit card.

Please contact the department at [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) if you require more detailed instructions.

### Application Guidelines - Required Materials for All Candidates

Please make sure to review all application materials thoroughly before selecting a English Learner Authorization (CLAD) Through ELD option. All candidates must submit the following items to determine eligibility for admission to the English Learner Authorization (CLAD) Through ELD program:

1. Submission of completed application packet including:
  - a. Completed Online **Application to the English Learner Authorization (CLAD) Through ELD Program**
  - b. Official, Sealed, Unopened Transcript(s) for college and/or university coursework showing a conferred degree (bachelor's or higher) from an accredited institution with a GPA of at least 3.0 on a four-point scale. Transcripts must show degree and date conferred.
    - i. **Degrees Awarded Outside the United States of America:** Official, sealed, unopened transcript from a [Commission Approved Evaluation](#) service indicating the verification of baccalaureate or higher degree including degree awarded and date (i.e. WES, IERF, etc.)
  - c. Copy of all [California teaching credentials](#) currently held including renewal codes and dates of validity, available at the Commission on Teacher Credentialing ([www.ctc.ca.gov](http://www.ctc.ca.gov)).
  - d. Separate items on the application checklist based upon the program option you are applying under.  
**Application checklist is at the end of the application packet.**

#### **Personal Statement** (if applicable)

In the event an applicant does not meet the minimum GPA requirement, the applicant must include a supplementary personal statement detailing a specific plan to maintain a minimum of a 3.0 GPA during tenure in the English Learner Authorization (CLAD) Through ELD program. The statement will be reviewed as part of the admission decision, along with any supporting documentation.

#### **California Teaching Credential**

You will need to submit a copy of your California Teaching Credential as a part of your application. Go to the Commission website [http://www.ctc.ca.gov/](http://www.ctc.ca.gov) and select the option to "Search For Educator". Choose the search tab. Search for yourself. Click on your document number. All the renewal codes for your credential will then display. Save as a PDF to upload to your online application.

#### **Basic Skills Exam**

If your preliminary credential has a Basic Skills Requirement this must be fulfilled within one year of your credential being issued. If you did not complete this requirement within one year of your credential issuance then your credential is no longer considered valid by the Commission.

You must fulfill your Basic Skills Exam requirement with the California Commission on Teacher Credentialing or you are not eligible for a California English Learner Authorization.

Please refer to leaflet [CL-667](#). Out-of-state prepared holders of the preliminary multiple subject, single subject, and education specialist credentials must complete the basic skills requirement during the first year of certification.

### Electronic Transcripts

You have the option to submit electronic transcripts if they are sent directly from your college and/or university. A forwarded email or scan copy from a candidate is considered an unofficial transcript and would not be valid for admission purposes. The email address to submit electronic transcripts to is: [submittranscript-debs@ucsd.edu](mailto:submittranscript-debs@ucsd.edu). *Transcripts can also be submitted via mail. Please refer to the application checklist for the mailing address.*

### Application Processing Timeline

All mail sent to the University is processed through a central mail repository. Please assume it will take at least one – two weeks for any item mailed to be received by the Department of Education and Community Outreach.

Applications will be reviewed by a Credential Analyst. Applicants will be notified of acceptance into the English Learner Authorization (CLAD) Through ELD Program by email within 4 weeks of receipt of a completed application. **We cannot accept applications or supporting materials via email from the candidate.**

### GPA Requirements for Program Completion

Regardless of credential being cleared, candidates must successfully maintain an overall GPA of 3.0 or better and receive a grade of “C” or higher in each course to be formally recommended to the Commission for a CLAD Added Authorization. *A grade of “C-” or lower is not equivalent to a grade of “C” or higher.*

### Online Application

The application checklists follow and detail each required application item. Please refer to the checklist to see what items you can complete and upload to the online application and any materials that you are required to mail in.

#### Checklist Available

- Coursework Only Track

The checklists are also available in the online application system.

### Right to Appeal

The candidate has the right to appeal the following restrictive actions:

- (a) Not accepted in the English Learner Authorization (CLAD) Through ELD Program
- (b) Not permitted to complete coursework component
- (c) Not permitted to advance to portfolio component
- (d) Not given credit for a course
- (e) Not given credit for classroom observation
- (f) Not recommended for a credential
- (g) Recommended for probation or dismissal.

### The Appeals Process

A candidate's appeal must be in writing and shall be submitted to the Director. In all instances except appeals regarding denial of admission, denial of recommendation for the credential, probation, or dismissal, the Director will schedule an interview (typically by telephone) with the individual submitting the appeal and any other personnel involved in the case and will document the testimony. Subsequently, a decision will be rendered by the Director for conclusive action.

**COURSEWORK ONLY TRACK**  
**APPLICATION CHECKLIST FOR THE**  
**English Learner Authorization (CLAD) Through ELD Program**

*The following **four** items must be completed and included in your initial application submission*

- \_\_\_\_\_ 1. Completed Online **Application to the English Learner Authorization (CLAD) Through ELD Program**
- \_\_\_\_\_ 2. Copy of your current valid [California teaching credential\(s\)](#) including renewal codes and dates of validity
  - Your credential must verify that you have a valid ELAM, ELAS, or ELAE issued by the California Commission on Teacher Credentialing.
  - This must be uploaded as a PDF to the online application system.
- \_\_\_\_\_ 3. Official Transcript(s) for college and/or university coursework indicating the verification of baccalaureate or 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 indicating the verification of baccalaureate or higher degree, including degree awarded and date (i.e. WES, IERF, etc.)
  - Electronic Transcripts are preferred and can be sent directly from a college and/or university to [submittranscript-debs@ucsd.edu](mailto:submittranscript-debs@ucsd.edu)
    - Ensure you TYPE IN this transcript email address. If you choose UCSD from the menu, your transcript will be sent to the incorrect department, and we will not be able to retrieve it.
  - If your alma mater does not issue official electronic transcripts, we also accept original, sealed, and unopened transcript(s) sent through the mail. Please email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) for our mailing address.
- \_\_\_\_\_ 4. **Personal Statement** (if applicable)
  - If an applicant's computed GPA is below the 3.0 requirements, the applicant will need to provide a personal statement detailing their GPA and a specific plan to maintain a minimum of a 3.0 GPA throughout the English Learner Authorization (CLAD) Through ELD program.
  - This must be written in the online application system.

**Applications must be submitted online**

For questions regarding the English Learner Authorization (CLAD) Through ELD Application email:  
[unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu)

**\*\*\*Please submit all required documents in one packet.\*\*\***

*Important: Retain copies of all materials submitted for your files and reference.*