

Reading Instruction Program

UC San Diego Extended Studies

Certificate Only

Or

Reading & Literacy Added Authorization

Earn a Reading and Literacy Added Authorization (RLAA) for  
California Teaching Credential Requirements

**Application and Program Guidelines**

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### **Welcome to Reading Instruction**

The online Reading Instruction program offered by UC San Diego Extended Studies is designed for candidates to earn UC San Diego Extended Studies Professional Certificate and/or an Added Authorization in Reading and Literacy for to a California Teaching Credential.

This program reflects standards adopted by the California Commission on Teacher Credentialing for Reading and Literacy Added Authorization Programs. A complete application and formal admission to the program is required prior to enrolling in any Reading Instruction program courses.

The UC San Diego Certificate and Reading and Literacy Added Authorization prepares teachers in reading and literacy using a solid curriculum that expands their basic assumptions and knowledge of reading foundations, reading assessment, reading research, reading intervention, reading strategies and the design of effective literacy models.

Building literate classrooms across subject matters and preparing students to become fluent, independent readers has become a major emphasis in all school districts. This program is designed to help credential teachers meet local, state, and federal requirements.

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, verification letter(s), 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 if you plan on applying to the Reading and Literacy Added Authorization (RLAA) option.

### **Certificate Fee**

A \$125.00 nonrefundable certificate fee is required to participate in the program. You will not need to pay the fee until after your application has been approved. Once the department determines you are eligible to enroll into the program, you will receive detailed instructions on how to pay the fee.

### **Track Options**

*All Candidates must select one of the two track options below. Refer to the Checklist at the end of the application for details on all the items that you must submit for approval.*

#### **UC San Diego Reading Instruction Certificate Only Track**

This option is available for candidates who choose to earn a UC San Diego Extension Professional Certificate in Reading Instruction.

#### **Reading & Literacy Added Authorization**

This option is available for candidates that have a valid California Teaching Credential, three years of teaching experience, a California English Learners Authorization and want to fulfill the requirements to earn their California Reading & Literacy Added Authorization.

### Required Courses

The following courses are required for candidates. Please note that all candidates must complete coursework with an *aggregate* GPA or 2.0. **Grades of C- or below will not count toward the completion of the Reading Instruction program.**

Reading Instruction Program		
EDUC 80012	Reading and Literacy Orientation	0.0 Quarter Units
EDUC 31415	R & L: Culture of Literacy	4.5 Quarter Units
EDUC 31416	R & L: Assessment, Intervention, & Instruction	4.5 Quarter Units
EDUC 31417	R & L: Research, Instruction, & Intervention	4.5 Quarter Units
EDUC 31418	R & L: Planning, Organizing, and Providing Literacy Instruction	6.0 Quarter Units
EDUC 31722	R & L: Fieldwork (ONLY FOR CTC ADDED AUTHORIZATION)	3.0 Quarter Units
EDUC 31419	Reading and Literacy Portfolio	1.5 Quarter Units

### **UC San Diego Reading Instruction Certificate Only Track**

Candidates who only wish to obtain a UCSD Extension Reading Instruction Certificate are not required to complete the R&L: Fieldwork course. It is recommended, but not required.

### **Reading and Literacy Added Authorization (RLAA) Candidates**

All Reading and Literacy Added Authorization (RLAA) candidates are required to complete the R&L: Fieldwork course.

Please see our Extension website for a current listing of classes at:

<https://extendedstudies.ucsd.edu/courses-and-programs/reading-added-authorization-and-certificate>

### **Recommended Course Schedule**

All the Reading Instruction courses must be taken **individually and sequentially** in the order listed, except for the R&L: Fieldwork course. The R&L: Fieldwork course may be taken concurrently with R&L: Planning, Organizing, and Providing Literacy Instruction OR after completion of the Reading and Literacy Portfolio course.

No other Reading Instruction courses may be taken out of order or at the same time.

<b>Recommended Course Schedule</b>		
<b>Quarter 1</b>		
EDUC 80012	Reading and Literacy Orientation	0.0 Quarter Units
EDUC 31415	R & L: Culture of Literacy	4.5 Quarter Units
<b>Quarter 2</b>		
EDUC 31416	R & L: Assessment, Intervention, & Instruction	4.5 Quarter Units
EDUC 31417	R & L: Research, Instruction, & Intervention	4.5 Quarter Units
<b>Quarter 3</b>		
EDUC 31418	R & L: Planning, Organizing, and Providing Literacy Instruction	6.0 Quarter Units
EDUC 31722	R & L: Fieldwork (ONLY FOR CTC ADDED AUTHORIZATION)	3.0 Quarter Units
EDUC 31419	Reading and Literacy Portfolio	1.5 Quarter Units

Registration into each course is restricted to candidates who have completed all the listed prerequisite courses. A list of required prerequisite courses is included within each individual course description webpage next to the “Notes” section.

You will not be able to register for the next course in the program until you’ve completed, and been issued a passing grade, in the course(s) before it on this list.

To determine whether a grade has been issued, please check within the “My Grades” section of your [My Extension](#) account. Any course with an “N/A” next to it is still pending grade issuance. Once a grade is reflecting next to the course name, you may register for the next course in the program.

### Application Guidelines

Please make sure to review all application materials thoroughly before selecting a Reading Instruction Track. Regardless of track selected, all candidates must submit the following items to determine eligibility for admission to the Reading Instruction program:

1. All Candidates: Submission of completed application packet including:
  - a. Completed Online **Application to the Reading Instruction Program**
  - b. Official Transcript(s) for college and/or university coursework showing a conferred degree (bachelor's or higher) from an accredited institution. 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.)
    - ii. Electronic Transcripts are preferred and must be sent directly from a college and/or university to **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.
    - iii. 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.
  - c. Statement of Intent
    - i. Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator.
2. Additional Requirements for candidates applying for the CTC Reading and Literacy Added Authorization:
  - a. Current California teaching credential(s) including renewal codes and dates of validity
  - b. Verification of a California English Learner Authorization
  - c. Letter of Verification to validate 3 years of full-time teaching experience.
    - i. [Letter of Verification Requirements](#)
    - ii. Electronic PDFs are preferred but they must be signed using a [CTC approved method of electronic signature](#).
    - iii. Original letters or certified true copies are also accepted. Please email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) for the mailing address.
3. All Candidates
  - a. After your application packet had been received and reviewed, you will be sent detailed information to pay the non-refundable application fee of \$95.00.

### Transcripts

Electronic transcripts are preferred but they must be sent directly from your college and/or university. **A forwarded email or scan copy from a candidate is considered unofficial and will not be accepted for admission purposes.**

The email address to submit electronic transcripts is: [submittranscript-debs@ucsd.edu](mailto:submittranscript-debs@ucsd.edu)  
Please ensure to TYPE IN that email address. If you choose UCSD from the menu when submitting your transcript request, your transcript will be sent to the incorrect department and we will not be able to retrieve it.

Official, sealed, unopened paper transcripts may also be submitted via mail to:

Reading Instruction  
UC San Diego Extended Studies-Education  
9500 Gilman Drive #0172-E  
La Jolla, CA 92093-0172

Please ensure to TYPE IN that mailing address. As with official electronic transcripts, if you choose UCSD from the drop-down menu, your transcript will be sent to the incorrect department within UCSD. You need to type in the address above, including the department code (#0172-E), for us to receive it in our offices.

### Statement of Intent

Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator. The statement will be reviewed as part of the admission decision.

### California Teaching Credential

You will need to submit a copy of your Clear California Teaching Credential as a part of your application. Go to the Commission website <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 that page as a PDF to upload to your online application. If a preliminary teaching credential is held, additional information may be requested to determine eligibility.

### English Learner Authorization

Reading and Literacy Added Authorization Programs need to confirm that the candidate possesses a valid and clear English Learner authorization as specified in Education Code.

You will need to submit a copy of your California English Learner Authorization as a part of your application. Go to the Commission website <http://www.ctc.ca.gov/> and select the option to “Search For Educator”. Choose the search tab. Search for yourself. Usually that English Learner Authorization is either imbedded in your teaching credential or listed within your account as a separate document.

You can find a list of acceptable English Learner Authorizations and their equivalencies here:

<https://www.ctc.ca.gov/credentials/calsaas-information/Appropriate-credentials-for-EL>

### Letter of Verification

All candidates for the CCTC Commission-approved Reading and Literacy Authorization program must submit a letter of verification: <https://extendedstudies.ucsd.edu/getattachment/Programs/Reading-Instruction/RLAA-Verification-Letter.pdf.aspx>

The letter must validate 3 years of full-time teaching experience. A combination of Letters may be used to validate an accumulation of 3 years over different schools.

- 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, intern teaching, or teaching while holding an emergency permit.
  - Full-time teaching experience outside of California may be accepted and will be reviewed on a case-by-case basis.
- A Letter of Verification is required to validate teaching experience. The letter of verification must be on school letterhead with an original signature or a [CTC approved electronic 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**

#### *Clarification of Full-Time Experience and Student Teaching:*

- **Full-Time Experience** is defined as teaching for a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time employment will be accepted. Experience earned outside of California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel or human resources by which the individual was employed.
- **Student Teaching** is defined as experience in a classroom or school under the direction and supervision of an experienced practitioner to complete program requirements. Other terms sometimes used include field work, field experience, directed teaching, practice teaching, practicum, etc.

### Application Processing Timeline

All mail sent to the University is processed through a central mail repository. Please assume it will take at least two weeks for any item mailed to be received by the Education & Community Outreach (ECO) department after receipt at UCSD.

Applications will be reviewed by the program manager. Applicants will be notified of acceptance into the Reading Instruction Program by email within 4 weeks of receipt of a completed online application, official university transcript, and Verification Letter.



### **GPA Requirements for Program Completion**

Candidates must successfully maintain an overall GPA of 2.0 or better and receive a grade of “C” or higher in each course to receive the UC San Diego Extension Certificate or to be formally recommended to the Commission for a Reading & Literacy Added Authorization (RLAA).

*A grade of “C-” or lower is not equivalent to a grade of “C” or higher. Any courses in which a “C-” is received will need to be **retaken**.*

### **Formal Recommendation to CCTC**

Reading & Literacy Added Authorization (RLAA) candidates will need to submit a Recommendation Request using the secure Recommendation DocuSign link upon program completion.

A step-by-step guide to the recommendation process plus the DocuSign link can be found here:

<https://extendedstudies.ucsd.edu/getattachment/ab199099-7413-4c6d-a548-4d038b0cdeba/Recommendation-Guidelines.pdf>

### **Right to Appeal**

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

- (a) Not accepted in the Reading Instruction 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.

### **Online Application**

The application checklists follow and detail each required application item:

- UC San Diego Extension Reading Instruction Certificate
- Reading & Literacy Added Authorization

The checklists are also available in the online application system.

**CERTIFICATE ONLY TRACK**  
**APPLICATION CHECKLIST FOR THE**  
**Reading Instruction Program**

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

1. Completed Online **Application to the Reading Instruction Program**
2. **Statement of Intent**  
Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator. This must be written in 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.
  - a. **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.)
  - b. 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)
  - c. If your alma mater does not issue official electronic transcripts, we also accept original, sealed, and unopened transcript(s) sent through the mail:

Reading Instruction  
UC San Diego Extended Studies-Education  
9500 Gilman Drive #0172-E  
La Jolla, CA 92093-0172

For questions regarding the Reading Instruction Application, please email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu)  
*Important: Retain copies of all materials submitted for your files and reference.*

**READING & LITERACY ADDED AUTHORIZATION (RLAA)**  
**APPLICATION CHECKLIST FOR THE**  
**Reading Instruction Program**

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

1. Completed Online **Application to the Reading Instruction Program**
2. **Statement of Intent**  
Write the equivalent of a one-page typed essay describing your reasons for participating in the Reading Instruction Program and how it may be relevant and applicable to your goals as an educator. This must be written in the online application system.
3. **Official Transcript** for college and/or university coursework indicating the verification of baccalaureate or any higher degree from an accredited institution including degree awarded and date.
  - a. **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.)
  - b. 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)
  - c. If your alma mater does not issue official electronic transcripts, we also accept original, sealed, and unopened transcripts sent through the mail to:  
 Reading Instruction  
 UC San Diego Extended Studies-Education  
 9500 Gilman Drive **#0172-E**  
 La Jolla, CA 92093-0172
4. A current **California Teaching Credential**
  - a. Including renewal codes and dates of validity.
  - b. This must be uploaded as a PDF to the online application system.
5. Verification of a **California English Learner Authorization**
  - a. <https://www.ctc.ca.gov/credentials/calsaas-information/Appropriate-credentials-for-EL>
  - b. This must be uploaded as a PDF to the online application system.
6. **Letter of Verification** to validate 3 years of full-time teaching experience.
  - a. [Letter of Verification Guidelines](#)

For questions regarding the Reading Instruction Application, please email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu)  
*Important: Retain copies of all materials submitted for your files and reference.*