

## CCTC Reading & Literacy Added Authorization (RLAA) Program Letter of Verification Requirements

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### *Who is required to submit a Letter of Verification?*

All candidates in the CCTC Commission-approved Reading and Literacy Added Authorization program who wish to obtain the Added Authorization 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?*

The quickest way to submit the letter is directly to the Education & Community Outreach (ECO) department through email to: [uneduc@ucsd.edu](mailto:uneduc@ucsd.edu)

- Each Letter of Verification must be received directly from the employer (or previous employer).
  - Any letters sent through email by the candidate are considered unofficial and will not be accepted.
- Letters must be sent as a PDF attachment and must include all the information listed below.
- All virtual signatures must align with [CTC electronic signature requirements](#).

### *What information should be included in the Letter of Verification?*

Please ensure the following is included within the provided 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.
- Verification of at least 3 years of **full-time** teaching experience. **Please ensure to include a statement that the employment was full-time within the letter.**
  - Please make sure “Full-Time” is spelled out, we cannot accept abbreviations in lieu of the spelled-out term.
  - This experience can be in any grade or subject, preschool through adult and must have been completed while holding a valid California Teaching Credential.
  - Teaching experience for adults must be at an adult school (not inclusive of higher education at colleges or universities).
  - Acceptable experience **does not** include student teaching, intern teaching, or teaching while holding a permit.
  - Full-time teaching is defined as a minimum of 4 hours per day for at least 75% of a school year.
  - Full-time teaching experience outside of California may be accepted subject to review.
- The letter(s) of verification must be on school letterhead with an original signature or an electronic signature through a [CTC approved source](#).

### *Who should I contact if I have any questions?*

Please direct any questions regarding the RLAA Letter of Verification to: [uneduc@ucsd.edu](mailto:uneduc@ucsd.edu)