

**English Learner Added Authorization**  
**EL- CLAD Through CTEL Program**

Coursework Only

or

Combined CTEL Exams and Coursework Options

Earn a English Learner Added Authorization for  
California Teaching Credential Requirements

**Guidelines and Tips for the  
Online Application**

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

The online English Learner (CLAD) Through CTEL program offered by UC San Diego Extension is designed for candidates to earn a English Learner Added Authorization for a California Teaching or Service Credential.

This program reflects standards adopted by the California Commission on Teacher Credentialing for English Learner (CLAD) Through CTEL Programs. A complete application and formal admission to the program is suggested prior to enrolling in any English Learner (CLAD) Through CTEL program courses.

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 service credential in California.

***This program does not issue a UCSD-Certificate upon completion. Only the Commission on Teacher Credentialing (CTC) English Learner Added Authorization (ELA1) is issued upon successful completion of all the English Learner (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.

### [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.*

### [Coursework Only Track](#)

This option is available for candidates who choose to earn their California English Learner Added Authorization entirely through coursework.

### [Combined CTEL Exam and Coursework Track](#)

This option is available for candidates that have taken CTEL exams and did not receive a passing score on all three of the required exams and choose to take coursework to fulfill the remaining requirements to earn their California English Learner Authorization.

CTEL Exam scores used for certification purposes may be no older than ten years from the individual passed exam date.

**English Learner Added Authorization  
(CLAD) Through CTEL 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 English Learner (CLAD) Through CTEL coursework for recommendation purposes.**

ELAA - CLAD Through CTEL Courses		
EDUC 31300	Orientation	0 quarter units
EDUC 31217	Culture and Inclusion	4 quarter units
EDUC 31218	Language and Language Development	4 quarter units
EDUC 31219	Assessment of English Language Learners	3 quarter units
EDUC 31220	Foundations and Methods of English Language / Literacy Development and Content Instruction	6 quarter units
EDUC 31221	CTEL Portfolio	1 quarter unit

**Combined CTEL Exam Test Scores and Coursework Option Candidates**

Candidates admitted under the Combined CTEL Exam Test Scores and Coursework Option must follow their detailed plan of required coursework provided upon admission.

You must email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) prior to attempting to register for the CTEL Portfolio. Registration will **fail** for the CTEL Portfolio class if you do not contact the Education & Community Outreach (ECO) prior to registration in the CTEL Portfolio.

### Application Guidelines - Required Materials for All Candidates

Please make sure to review all application materials thoroughly before selecting a English Learner (CLAD) Through CTET Track. Regardless of track selected, all candidates must submit the following items to determine eligibility for admission to the English Learner (CLAD) Through CTET program:

1. Submission of completed application packet including:
  - a. Completed Online **Application to the English Learner (CLAD) Through CTET 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 checklists are 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 (CLAD) Through CTET 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/> 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.*

### Official CTEL Exam Scores

Only candidates applying under the Combined CTEL Exam and Coursework Track are required to submit a copy of your official CTEL Exam Scores. Save as a PDF to upload to your online application.

- Passing scores on Tests 1, 2, or 3 of the California Teacher of English Learners (CTEL) Examination.
- Only CTEL Exams that show a passing score can be considered for combining CTEL Exam Test Scores and Coursework.
- Scores used for certification purposes may be no older than ten years from the individual passed exam date.

### 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 Education & Community Outreach (ECO).

Applications will be reviewed by a Credential Analyst. Applicants will be notified of acceptance into the CLAD Through CTEL 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 California for a California English Learner Authorization (ELA1). *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
- Combined CTEL Exam Scores and Coursework 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 (CLAD) Through CTEL 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.

### Formal Recommendation to CTC

After completion of the requirements for English Learner (CLAD) Through CTEL coursework only candidates or your Planned Course of Study for Combined CTEL Exam & Coursework candidates and must submit the following materials to initiate the online recommendation process.

- Submit completed Credentialing Recommend Request form
  - The form is available in the Portfolio class.
  - Details are also available at [extension.ucsd.edu/ctel](https://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 UCSD Extension.
- 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](#)
  - UCSD 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 English Learner Authorization.
  - 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.

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

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

- \_\_\_\_\_ 1. Completed Online **Application to the English Learner (CLAD) Through CTEL Program**
- \_\_\_\_\_ 2. Copy of your current valid [California teaching credential\(s\)](#) including renewal codes and dates of validity
  - This must be uploaded as a PDF to the online application system.
- \_\_\_\_\_ 3. **Official, Sealed, Unopened 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.)
  - Mail your original, sealed, and unopened transcript.
  - Electronic Transcripts can be sent directly from college and/or university to [submittranscript-debs@ucsd.edu](mailto:submittranscript-debs@ucsd.edu)
- \_\_\_\_\_ 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 CLAD Through CTEL program.
  - This must be written in the online application system.

**Address to submit items (i.e. official transcript):**

EL- CLAD Through CTEL Program  
UCSD Extension - ECO  
9500 Gilman Drive, #0170N  
La Jolla, CA. 92093-0170

**Applications must be submitted online.**

For questions regarding the English Learner (CLAD) Through CTEL 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.*



**COMBINED CTET EXAM TEST SCORES & COURSEWORK TRACK**  
**APPLICATION CHECKLIST FOR THE**  
**English Learner (CLAD) Through CTET Program**

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

- \_\_\_\_\_ 1. Completed Online **Application to the English Learner (CLAD) Through CTET Program**
- \_\_\_\_\_ 2. Copy of your current valid [California teaching credential\(s\)](#) including renewal codes and dates of validity
  - This must be uploaded as a PDF to the online application system.
- \_\_\_\_\_ 3. **Official, Sealed, Unopened 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.)
  - Mail your original, sealed, and unopened transcript.
  - Electronic Transcripts can be sent directly from college and/or university to [submittranscript-debs@ucsd.edu](mailto:submittranscript-debs@ucsd.edu)
- \_\_\_\_\_ 4. Verification of **Official CTET Exam Test Scores**
  - Original or photocopy of CTET examination score report.
  - This must be uploaded as a PDF to the online application system.
- \_\_\_\_\_ 5. **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 CLAD Through CTET program.
  - This must be written in the online application system.

**Address to submit items (i.e. official transcript):**

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