

Request to Recommend for CA Teacher Credentialing

Guidelines for Candidates admitted to an approved program through UC San Diego Extended Studies

Submit your request and complete your recommendation in 3 steps:

1. **SUBMIT A RECOMMENDATION REQUEST**

Recommendation requests for CTC approved programs must be submitted online using the following secured DocuSign link:

[Request to Recommend Form](#)

UC San Diego Extended Studies automatically receive these forms securely through DocuSign once you click “Finish”. Please do not submit duplicates by sending an unsecured copy through email.

2. **RECOMMENDATION FILE AUDIT**

Once the completed DocuSign forms are received, your file will be queued for a Recommendation audit to confirm all program requirements have been met.

- The current timeline for a recommendation audit is 1-2 weeks from the receipt of your Request to Recommend form OR from the issuance of your final grade, whichever occurs later. You can determine whether your grade has been issued by checking the “My Courses” section of your [MyExtension](#) account (<https://myextension.ucsd.edu/>).

Upon completion of your recommendation audit, UC San Diego will submit an online recommendation to the CTC. You will receive [an email directly from the CTC](#) letting you know once your recommendation has been received by them.

- This CTC email is often filtered into junk/spam folders, so if you’re waiting on a recommendation, please make sure to check these folders regularly.

3. **COMPLETE YOUR RECOMMENDATION DIRECTLY WITH THE CTC**

Once your recommendation has been submitted, follow these steps to complete your recommendation directly with the CTC: <https://www.ctc.ca.gov/credentials/complete-recommend>.

Your recommendation is not finished until you complete those steps directly with the CTC.

- You only have 90 days to complete your recommendation. If you do not complete your recommendation directly with the CTC within that 90-day time frame, your recommendation will expire.

After you complete your recommendation directly with the CTC, it takes 10 business days for it to process. For a tip sheet on how to check the status of your application, please visit:

<http://www.ctc.ca.gov/credentials/online-services/pdf/profile-status-tips.pdf>