EXTENDED STUDIES AND PUBLIC PROGRAMS   9500 GILMAN DRIVE, **0170N**
EDUCATION & COMMUNITY OUTREACH (ECO)   LA JOLLA, CALIFORNIA 92093-0170
(858) 534-9286
unexeduc@ucsd.edu

Request to Recommend for CA Teacher Credentialing
Guidelines for Candidates admitted to an approved program through UCSD Extension

Checklist prior to submitting your Request to Recommend

— Read the below tips and recommendations for completing your online recommendation with the CCTC.
  - https://www.ctc.ca.gov/credentials/complete-recommend
— *Check your Teacher Profile with the CCTC:*
  - **Login to CTC Online Recommendation system**
    - https://www.ctc.ca.gov/credentials/complete-recommend#help
  - **Your name**: Is the same as your legal name (as reported on your fingerprinting report).
    - Request a Name Change with the Commission, if necessary.
    - https://www.ctc.ca.gov/docs/default-source/leaflets/41-nc.pdf
  - **Your email address**: Your recommendation notification will be automatically sent the email address on file with the Commission.
    - Update your email address if it not an email account you currently access.
    - https://www.ctc.ca.gov/credentials/ctc-online---your-educator-account
— *Check your teaching or service credential expiration date.*
  - Valid Credential
    - If your credential is valid and current for at least the next month you are eligible for recommendation for all programs.
  - Expired Credential
    - Only candidates in the Clear or Induction program are eligible for recommendation with an expired credential.
    - CLAD or Reading & Literacy Authorization candidates will need to apply for an extension/reinstatement of their credential in order to be eligible for a recommendation.
    - https://www.ctc.ca.gov/credentials/extend
— Basic Skills Requirement:
  - 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.
  - https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_34
— Subject Matter Competence:
  - Clear Credential and Induction Program Candidates *are required to submit a paper application in order to clear* the preliminary credential if your Planned Course of Study and preliminary credential have the renewal code "RSMC" indicating completion of the *Subject Matter Competence* (CSET) as a requirement.

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Submitting your CCTC Recommend Request Instructions
for Admitted Candidates ONLY
Review and complete online recommendation or paper application directions

Online Recommendation (Recommended Online by UCSD Extension)

After admission to and completion of your UCSD Program, candidates must submit the following materials to initiate the online recommendation process:

- A completed Credentialing Recommend Request form.
- Official transcript(s) verifying completion of all required coursework in the program which you were admitted. (i.e. Induction, Clear, CLAD, or Reading)
  - This includes any coursework completed at UCSD Extension.
  - Link to UCSD Extension Transcript Request form
- 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.*
  - http://www.ctc.ca.gov/credentials/complete-recommend.html
- Candidates are required to submit a processing fee directly through the Commission's online recommendation system upon recommendation for their program.
  - This fee can be made by credit or debit card only.
  - The recommendation email will come from **donotreply@ctc.ca.gov**

This option is required for Clear Credential and Induction Program Candidates who completed the *Subject Matter Competence* requirement through a CSET Exam.

Paper Recommendation (Mailed to Commission by UCSD Extension)

After admission to and completion of your UCSD Program, candidates must submit the following materials to initiate the online recommendation process:

- A completed Credentialing Recommend Request form.
- Official transcript(s) verifying completion of all required coursework in the program which you were admitted. (i.e. Induction, Clear, CLAD, or Reading)
  - This includes any coursework completed at UCSD Extension.
  - Link to UCSD Extension Transcript Request form
- A completed 41-N form.
  - http://www.ctc.ca.gov/credentials/leaflets/414.pdf
- Details on requirements for 41-N
  - Pages 2-5 are especially important and must have all questions answered and your original signature.
  - If you answer "YES" to any question on pages 2-5 then you also need to include all your supporting documentation related to that response.
- Payment for the Commission.
  - Money order for $100 made payable to the California Commission on Teacher Credentialing.

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Request to Recommend for CA Teacher Credentialing

Name:_____
{As it appears on your UCSD Extension records}

Updated Name:_____
{If your records with the Commission are different than those at UCSD Extension}

Date of birth: _____
{Month, Day, Year}

Email Address: _____

SSN: _____
{Required for all candidates}

Select only the program(s) you were admitted to and completed at UCSD Extension.

□ **Clear Credential Program**:
  ____ **Single Subject** _____**Multiple Subject**
  {Candidates for this program should also include updated copies of all credentials to be cleared}

□ **Induction Program**:
  ____ **Single Subject** _____**Multiple Subject** _____**Education Specialist**
  {Candidates for this program should also include updated copies of all credentials to be cleared}

□ **CLAD Through CTEL Added Authorization**:
  ____ **Coursework Only** _____ **Combined Coursework & CTEL Exam Option**
  ____ **CLAD Through ELD Option**

□ **Reading & Literacy Added Authorization**

==Please send this completed form, official transcript(s), and any other supporting documents to the address below:==
  UCSD Extension, ECO
  Attn: Credential Analyst
  9500 Gilman Drive, **#0170-N**
  La Jolla, CA 92093-0170