

## Reading Instruction Certificate Program Frequently Asked Questions

### **I heard the Reading Certificate program will be changing. Is this true? When will these changes take effect?**

All Reading Certificate programs are changing to meet new program standards required by CCTC. Each school has different dates they plan on implementing the new standards, but all schools must implement the changes by Fall 2012. The new program will be called the Reading and Literacy Authorization on CCTC teaching credentials and the Reading Instruction program for the UCSD certificate. This website now contains detailed program information.

### **How do I begin the Reading Instruction application process?**

Obtain and complete a Reading Certificate application packet from UC San Diego Extended Studies Education at [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu). This application packet has the guidelines for each type of candidate. Please follow the guidelines that are appropriate for the route that best suits your goals.

### **Must I submit my application packet to UC San Diego Extended Studies Education prior to enrolling and completing the Reading Instruction courses?**

It is highly recommended that you apply to the program before beginning coursework. Enrollment in a course does not constitute admission to the program.

Your completion requirements are based upon when you are admitted to the program, not when you begin taking coursework.

### **May I take a Reading Instruction course(s) for professional growth or personal interest purposes without applying for the certificate?**

Yes. All of the individual courses are open enrollment. You may register online at [extension.ucsd.edu/education](http://extension.ucsd.edu/education) or directly through Student Services at (858) 534-3400.

### **Must I take the Reading Courses for a letter grade?**

We recommended that all students take the coursework for a letter grade. The letter grade will be utilized to verify the candidate has completed all the required coursework with a grade of "C" or better. *A grade of "C-" or lower is not equivalent to a grade of "C" or better.*

### **Am I eligible for the UC San Diego Reading Instruction program?**

The UCSD Reading Instruction Certificate program is open to candidates seeking the certificate through the following routes:

- A Reading Certificate through UCSD Extended Studies Only.
- A Reading Certificate through UCSD Extended Studies **and** a CCTC Reading Certificate authorization added to a California Teaching Credential.

### Is the CCTC - Reading Certificate a teaching credential?

The Reading Certificate is an authorization added to an existing California teaching credential and cannot be obtained unless you hold the appropriate California credential.

### What qualifications are required to apply to the Reading Certificate program?

Each student is required to submit a formal application to the certificate program for either route that they select.

The qualifications for admission to the Reading Certificate – **UCSD Only** program are as follows:

1. Candidate must hold a bachelor's degree or higher
2. Submission of completed application packet including:
  - a. Completed application form
  - b. Official transcripts verifying bachelor's degree or higher
  - c. A Statement of Intent
3. Application Fee

Qualifications for admission to the Reading Certificate – **UCSD and CCTC** program are as follows:

1. Candidate must hold a bachelor's degree or higher.
2. Possess a valid California Multiple Subjects Teaching Credential or a valid Single Subject Teaching Credential.
3. Possess a valid California English learner authorization.
4. Submission of completed application packet including:
  - a. Completed application form
  - b. Official transcripts verifying bachelor's degree or higher.
  - c. Copies of your California Teaching Credential and the California English learner authorization.
  - d. A letter of verification is required to validate teaching experience.
  - e. 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, or teaching while holding an emergency permit. Full-time teaching experience outside of California may be accepted.
  - f. A Statement of Intent
5. Certificate Fee

### What if I do not possess all of the required application documents? Do I need to obtain all of these documents before enrolling in courses?

No. You may enroll in a course before you are admitted to the program if you would like. Enrollment in a course is not equivalent to admission to the program. Specific courses may require prerequisites. Please contact the UCSD Extended Studies Education Office at [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) prior to registering for any other courses.

### Am I eligible to apply for the CCTC - Reading Certificate if I am not currently a classroom teacher?

Yes, as long as you have a valid California teaching credential and three years of full-time classroom teaching experience. The California Commission on Teacher Credentialing requires verification of a minimum of three years of full-time classroom teaching experience. The experience can be from any period that the applicant held a valid teaching credential (not including student/internship teaching, substitute teaching, or teaching under an emergency permit). This experience may also be gained outside of California. (CCTC leaflet CL-812, <http://www.ctc.ca.gov/credentials/leaflets/cl812.pdf>)

### **May I submit my certificate application directly to CCTC?**

Your certificate application must be filed by UCSD Extended Studies Education with our formal recommendation on your behalf. Applications filed directly to CCTC without formal recommendation will be returned to the individual.

**How do I request my CCTC recommendation for the Reading Certificate program?** You must submit a *Request to Recommend* form. This form contains all of the information and paperwork necessary to obtain a formal recommendation by UCSD Education Extension for your clear California credential. This form is available upon request at [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu)

### **Does UCSD Extended Studies Education provide a job placement or career counseling service for its Reading Certificate holders?**

No. School district job assignments and requirements change on a continuous basis. While UCSD Extended Studies Education works closely with school districts, we do not represent them nor are we qualified to discuss a district's job hiring policies or procedures. UCSD Extended Studies Education suggests that you contact directly the school or school district for which you are interested in working. In addition, numerous schools and school districts utilize the [Ed Join](#) website for recruiting instructors.

### **Additional contact information for your convenience:**

California Commission on Teacher Credentialing Toll-

Free Telephone: (888) 921-2682

E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) Web

site: [www.ctc.ca.gov](http://www.ctc.ca.gov)