

CCTC Reading & Literacy Added Authorization Program

Letter of Verification Requirements *Submitting Letter of Verification of Teaching Experience*

Who is required to submit a Letter of Verification?

All candidates for the CCTC Commission-approved Reading and Literacy Authorization program 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 requirement?

The quickest way to submit the letter(s) is directly to the Education & Community Outreach (ECO) at:
Reading Instruction, ECO
UCSD Extension
9500 Gilman Drive #0170N
La Jolla, CA. 92093

What materials should I expect to provide for the Letter of Verification?

In general, candidates should submit the following:

- 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, intern teaching, or teaching while holding an emergency permit. Full-time teaching experience outside of California may be accepted.
- A letter of verification is required to validate teaching experience. The letter(s) of verification must be on school letterhead with an original signature. The following information must be included in the 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
 - A statement indicating your teaching experience has been full-time
 - **Full-Time Experience** is defined as teaching for a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester.

What is the contact information for the Education & Community Outreach if I have a question?

The Education & Community Outreach (ECO) is available at (858) 534-9286 and email unexeduc@ucsd.edu. You can expect the fastest response time to an email inquiry.