CL–469 Form
Emergency CLAD Permit Renewal
Requesting Form & Processing of Form

Who needs a CL-469 form?
Current holders of Emergency CLAD permits that will expire before completing all CLAD Through CTEL Authorization requirements.

When should I request the CL-469?
If your school or district is assisting you with renewing an Emergency CLAD permit that is about to expire.

Or

When your school or district indicates they need your CLAD Through CTEL program to sign a verification form.

Who is eligible to have the CL-469 signed by UC San Diego Extended Studies?

Coursework Only Candidates
Candidates who are officially admitted into the English Learners (CLAD) Through CTEL Program. In addition, students must complete 9 quarter units of coursework in the English Learners (CLAD) Through CTEL program. *Candidates must finalize their admission to the program according to the steps sent in your admissions notice.*

Test Score and Coursework Combo Candidates
Candidates who are officially admitted into the English Learners (CLAD) Through CTEL Program. In addition, students must complete 4 quarter units of coursework in the English Learners (CLAD) Through CTEL program **AND** passed one subset of the CTEL exam. *Candidates must finalize their admission to the program according to the steps sent in your admissions notice.*

Why do I have to be accepted to be eligible?
The CL-469 form requires that any school that signs the form must verify the following:

An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the CLAD Certificate.

The only way UC San Diego Extended Studies can evaluate this is with a complete application packet and admission to the program substantiating a student's eligibility for our English Learners (CLAD) Through CTEL program.

I thought I had to complete 6 units, why is it 9?
The form specifically requires 6 semester units or 9 quarter units. All coursework at UC San Diego Extended Studies is offered on a quarter unit basis. As a result, you must complete 9 quarter units.

How can I request a completed CL-469 form?
Once you are admitted to the English Learners (CLAD) Through CTEL program and have completed 9 quarter units of coursework you are eligible to request the form. In order to request the form, simply send an email requesting a completed CL-469 form and provide a valid email address for it to be sent to.

Where should I email the request?
Please email the request the Education and Community Outreach Department:
unexeduc@ucsd.edu

Why do you now only email the form?
The Commission will now accept the form if it has a certified-based digital signature.

How long does it take to process the form?
It takes approximately 2-4 weeks from when the request is received. The form is emailed directly to the address on the request.

Can I request a second completed CL-469 form?
We are not able to process a request for second CL-469 form if you have not completed the program after your first CL-469 form was signed.

In order for a second CL-469 form to be signed you must have completed all the program requirements. If you have completed all your program requirements for the CLAD Through CTEL program you should submit a Request to Recommend, rather than a request for a second CL-469 form.

About the CL-469 form:
The Commission does limit the number of renewals of an emergency permit. You should complete the English Learner (CLAD) Through CTEL program as soon as possible to remain eligible for employment.