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Reading Certification Process for the CTC-issued Reading Certificate

Now that I have completed all the coursework, what do I do to receive the CTC-issued Reading Certificate?

In order to be recommended for Reading Certification with the California Commission on Teacher Credentialing (CTC), you will need to submit an application packet to the credential analyst in the University of California, Department of Education office.

The application packet needs to include the following documents:

- Completed credential application (download from the California Commission on Teacher Credentialing website www.ctc.ca.gov); please include an email address that is not an AOL or a School District email address
- ONE official sealed transcript reflecting grades for all required courses (to request an official transcript, call UCI Extension Records at 949-824-5418 or go to <http://unex.uci.edu/services/academic/transcripts/>)
- Photocopy of the CBEST card
- Photocopy of valid California teaching credential
- Official verification from the employing school district of 3 years of full-time employment on a valid California teaching credential
- A valid credit or debit card will be necessary to make payment directly to the Commission on Teacher Credentialing via CCTC website (you will receive email instructions after your application has been submitted by the credential analyst)
- A \$125 check made payable to UC Regents. UCI charges \$125 for processing the Reading Certificate. This fee is in addition to the \$57.00 fee paid to the CTC.

Mail the application packet to the address listed below:

Sarah Singh
Academic Counselor & Credential Analyst
UC Irvine Department of Education
2000 Berkeley Place
Irvine, CA 92697-5500

How do I prove to my school district that I will be receiving the certificate?

Once all required documents are submitted and the credential analyst has processed your certificate recommendation for the State, you will receive an email requesting payment from the CTC. After payment is received and the CTC completes your application process, you will receive a second email confirming the payment for your certificate. You can use this email as verification for your district that your

certificate is being processed. The certificate document will be emailed to you several days later.

Who can I contact for more information?

UCI Extension, Education Programs

949-824-7945 or unex-educate@uci.edu

Sarah Singh

Academic Counselor & Credential Analyst

UC Irvine Department of Education

949-824-6673 or sksingh@uci.edu