

UNIVERSITY of CALIFORNIA • IRVINE

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 the Reading Certification with the California Commission on Teacher Credentialing (CTC), an applicant will need to submit an application packet to the Credential Analyst & Graduate Counselor in the University of California, Department of Education office.

The application packet needs to include the following documents:

- Completed credential application (download from the Commission on Teacher Credentialing website at <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>)
 - For section #2 under Select One, choose “I am applying for an additional authorization” from the drop down menu and write in Reading Certificate in the section entitled Supplementary Authorization(s). 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 UC Irvine Extension Records at 949-824-5418 or go to <http://unex.uci.edu/services/academic/transcripts/>
- Copy of the CBEST card
 - If you do not have a copy, you may obtain a copy from CBEST at http://www.cbest.nesinc.com/CA17_addscoreinfo.asp or your school district.
- Copy of the California teaching credential
 - If you do not have a copy, you may print a copy from the CTC website or obtain a copy from your school district.
- Official verification of at least three years of successful employment on a valid California teaching credential (Note: Verification needs to be on letterhead from your school district’s Human Resources.)
- A valid credit or debit card will be necessary to make payment directly to the Commission on Teacher Credentialing via CTC 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 directly to the CTC.

- Completed Exit Survey. After successful completion of all coursework, you will receive an email from unex-educate@uci.edu asking you to complete a brief, point-and-click survey. This exit survey must be completed before the credential analyst receives your application packet. The credential analyst will be informed electronically of your completion of the survey. You do not need to submit separate documentation of having completed this survey.
 - If you do not receive this email three weeks after completing the program, please contact Education Programs at (949) 824-7945 or unex-educate@uci.edu.

Mail the application packet along with the payment of \$125 to the address listed below:

Sarah Singh
Credential Analyst & Graduate Counselor
UC Irvine Department of Education
3200 Education
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 a payment of \$57 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?

UC Irvine Extension, Education Programs

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

Sarah Singh
Credential Analyst & Graduate Counselor
UC Irvine Department of Education

949-824-6673 or sksingh@uci.edu