

**Reading Certification Process for the CTC-issued Reading & Literacy Added Authorization (RLAA)**

**Now that I have completed all the coursework, what do I do to receive the CTC-issued Reading & Literacy Added Authorization?**

In order to be recommended for the Reading & Literacy Added Authorization 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, Irvine's School 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 Options, choose "I am applying for an additional authorization" from the drop down menu and write in Reading & Literacy Added Authorization 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 UCI Division of Continuing Education's Records at 949-824-5418 or go to <https://ce.uci.edu/resources/academic/transcripts/>
- Official verification of at least three years of successful employment on a valid California teaching credential
  - If you did not provide this at the time of admissions, you must provide it now. If you did provide it at the time of admissions, you do not need to resubmit it.  
(Note: Verification needs to be on school district letterhead. Verification needs to be signed by your school district's Director of Human Resources, Director of Personnel, Superintendent, or Assistant Superintendent.)
- A \$125 check made payable to UC Regents. UCI charges \$125 for processing the Reading & Literacy Added Authorization.

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

Sarah Singh  
Credential Analyst & Graduate Counselor  
UC Irvine School of Education  
3200 Education  
Irvine, CA 92697-5500

After your recommendation has been submitted by UCI's Credential Analyst and Graduate Counselor, you will receive email instructions from the CTC regarding payment:

- A valid credit or debit card will be necessary to make payment of \$102.50 directly to the Commission on Teacher Credentialing through the CTC website. This payment of \$102.50 must be paid within 90 days of recommendation. If payment is not received within the 90 days, the recommendation is dropped out of the CTC's system and you would have to be re-recommended by UCI's Credential Analyst and Graduate Counselor.

**IMPORTANT: It is extremely important that you apply for your certificate immediately after completing the required coursework. We will not make a certificate recommendation if the coursework has not been completed within the last 5 years.**

**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 with the CTC, you will receive an email requesting payment from the CTC. For more detailed directions on how to pay for your credential after UCI has recommended you, go to <http://www.ctc.ca.gov/credentials/online-services/pdf/recommend-tips.pdf>. 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. Recommendations completed online are normally processed within 10 working days and posted to the CTC website. Employers and education agencies seeking proof that a document has been granted by the Commission may use the "Search for an Educator" button on the CTC website at <http://www.ctc.ca.gov/> and key in the SS# and DOB of the person whom they wish to verify to view the electronically displayed information for the official record.

**Who can I contact for more information?**

UCI Division of Continuing Education  
Education Programs

949-824-7945 or [unex-educate@uci.edu](mailto:unex-educate@uci.edu)

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

949-824-6673 or [sk Singh@uci.edu](mailto:sk Singh@uci.edu)