University of California, Irvine Division of Continuing Education's Reading Certificate Program

Student Handbook

Table of Contents

Overview

UCI Division of Continuing Education's (DCE) online Reading Certificate Program is designed to help credentialed teachers meet   local, state, and federal requirements that ensure that all pupils have fair access to high-quality education with a foundation in reading. The Commission on Teacher Credentialing (CTC) serves as the approving agency and issuer of the Reading and Literacy Added Authorization (RLAA).

The Reading Certificate Program also serves the needs of community college instructors, teachers outside of California, and others in the field that require knowledge in the area of reading education but do not meet the requirements of the CTC-issued certificate.

What are the requirements to begin the CTC-issued Reading and Literacy Added Authorization (RLAA) Program?

- Possess a valid California teaching credential
- Possess an English learner authorization
- Complete a minimum of three years of full-time service in public schools or private schools at the time of recommendation for the Reading Certificate
- Access to a classroom and site based supervisor to participate in Education X300.76 Reading Practicum

To be recommended to the Commission, you must have access to a K-12 learning environment at the time you are enrolled in Education X300.76 Reading Practicum to complete the Practicum requirement. You must identify and work with individuals and/or small groups of students at both early (PreK-3) and intermediate (4th grade and up) levels of literacy acquisition. The learning environment need not be your own. Examples of an acceptable   practicum experience include – but are not limited to:

- A colleague's classroom in your district or in another district
- An afterschool reading program sponsored by a school district
- Special learning environments, such as those established by grants or that are part of institutes or laboratories

How do I apply to the CTC-issued Reading and Literacy Added Authorization Program?

It is recommended that you apply to the program prior to beginning coursework. Enrollment does not constitute admission to the program. Your completion requirements are based upon when you are admitted to the program, not when you began taking coursework.

In order to be considered for admissions for the CTC-issued RLAA program, you must complete an application form (https://ce.uci.edu/areas/education/application/) and submit the required documents stated below. Please submit the required documents in PDF format.

A.   Application form (Please fill out all sections of the application form. Failure to complete all sections of the application form could result in delaying the admissions process.)

B.   Copy of valid California teaching credential or credentials
- A copy from the CTC website is acceptable documentation

C.   Copy of English learner authorization (such as CTEL, CLAD, BCLAD, ELA1, CCSD or LDS)
- A copy from the CTC website is acceptable documentation

D.   Copy of your basic skills requirement (such as CBEST)
- If you do not have a copy, you may obtain a copy from your school district or CBEST at http://www.ctcexams.nesinc.com/results.asp.

E.   Official verification of at least three years of full-time employment on a valid California teaching credential. Experience does not include student teaching or teaching while holding an emergency permit. Full-time teaching experience outside of California may be accepted toward those three years.
- 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.

- If you have less than three years full-time experience, you may be eligible to receive a conditional admittance to the program and complete the three years of full-time service at the time of recommendation for the Reading Certificate. Please contact UCI DCE's Education Programs at education@ce.uci.edu or (949) 824-7945 to discuss your program eligibility.

F.   Statement of Intent
- Please describe in writing your reasons for participating in the CTC-issued RLAA program and how the program may be relevant and applicable to your goals as an educator (approximately one page in length). Address to CTC-issued Reading and Literacy Added Authorization Program.

What are the requirements to earn the UCI Division of Continuing Education-issued Reading Certificate?

If you do not meet the requirements for CTC-issued certification (such as teaching at a community college,   teaching out of state, or working in a private industry), you may be eligible to earn a UCI DCE-issued Reading Certificate. For the UCI DCE-issued certificate, you must complete all the coursework required for the CTC-issued certificate, including the Practicum. Participants in the UCI DCE-issued Certificate program have a wider variety of options for the Practicum experience. For example:

- Out-of-state public or private K-12 schools
- Postsecondary/community college classrooms
- Private tutoring groups
- Adult Education classrooms
- Classes you are teaching overseas

How do I apply to UCI DCE-issued Reading Certificate?

In order to be considered for admissions to UCI DCE-issued Reading Certificate program, please complete the application form and submit a Statement of Intent. See Appendix for application form. Submit the Application Form and Statement of Intent to education@ce.uci.edu or mail to UCI Division of Continuing Education, Education Programs, P.O. Box 6050, Irvine, CA 92616-6050.

Statement of Intent
- Please describe in writing your reasons for participating in the UCI DCE-issued Reading Certificate program and how the program may be relevant and applicable to your goals as an educator (approximately one page in length). Address to UCI Division of Continuing Education-issued Reading Certificate Program.

May I take a course in the Reading Certificate without applying for the program?

Yes, you may take individual courses in the program for professional growth or for personal interest except for EDUC X300.76 Reading Practicum.

How long does it take to process an application?

Applicants will be notified of acceptance to the certificate program by email within four weeks upon receipt of a completed application (application form, supporting documents, and statement of intent).

What courses are required for the program?

The program consists of 6 online courses totaling 18 credit units. All coursework must be completed with a grade of "B" or better.

Quarterly Schedule of Courses

Required Courses					
Course #	**Title**	**Winter**	**Spring**	**Summer**	**Fall**
EDUC X300.71	**Promoting a Culture of Literacy (3 units)**	.	X	.	X
EDUC X300.72	**Foundations in Fluency (3 units)**	X	.	X	.
EDUC X300.73	**Assessment, Instruction, and Intervention (3 units)**	X		X	.
EDUC X300.74	**Balanced Literacy and Strategy Instruction (3 units)**	.	X	.	X
EDUC X300.75	**21st Century Literacy (3 units)**	X	.	X	.
EDUC X300.76	**Reading Practicum (3 units)**	X	X	.	X

Course Descriptions

EDUC X300.71 Promoting a Culture of Literacy (3 units)
Develop an in-depth knowledge about how to define, promote, and assess an effective culture of literacy at the classroom, school, district, and community levels. In this course, participants review the foundational beginnings of our national culture of literacy. Students read and analyze current research to discuss its application in promoting a rich culture of literacy across all domains of language (reading, writing, listening, and speaking), in a variety of contexts, and with a variety of texts (expository, informational, and narrative). Course content also considers ways in which the language and literacy experiences of all students can contribute to a culture of literacy which honors students' abilities, skills, and diverse backgrounds.

EDUC X300.72 Foundations in Fluency (3 units)
Increase your understanding of emergent literacy, the structure of the English language, and the development of fluent reading within a school-wide culture of literacy. In this course, students review current research pertaining to fluency, oral language development, word analysis, and written language development. Participants then integrate this research with practical application. Course content also considers the normal progression in complexity for each component of literacy, as explicated in the state standards. Finally, students learn about instructional sequences and routines that develop and accelerate students' language and literacy learning, including Response to Intervention (RtI).

EDUC X300.73 Assessment, Instruction, and Intervention (3 units)
Learn how to assess, instruct, and provide intervention, if needed, for each component of research-based literacy instruction, including: oral language development, word analysis, fluency, vocabulary development, listening and reading comprehension, and written language development. Participants learn to interpret the results of various classroom assessments, including formative, on-going, and summative measures. Students align assessments with instructional programs and discuss effective assessment-based intervention programs. Participants also consider the appropriate assessment of diverse students with unique learning needs. Course content shows how to use grade-level or school-wide assessment data to implement and revise instructional programs, and to plan, implement, and evaluate school-wide professional development.

EDUC X300.74 Balance Literacy and Strategy Instruction (3 units)
Develop the knowledge and skills needed to teach reading comprehension within a balanced literacy program. Learn instructional sequences that develop and accelerate language and literacy learning. Topics include the role of academic language and of background knowledge, as well as strategic vocabulary development and concept formation. Students learn how to plan strategy instruction (inference, summarization, predicting, questioning, clarifying), and to simultaneously support listening and reading comprehension skills. Course content presents methods to motivate reluctant readers, and scaffolding strategies to support diverse learners through engaging literature.

EDUC X300.75 21st Century Literacy (3 units)
Learn how to characterize 21st Century Literacy Skills. Use methods to incorporate information literacy skills in classroom activities in which students learn to access, evaluate, use, and integrate information and ideas found in print, media, and digital resources. This process enables them to function in a knowledge-based and technology-oriented society. Course content considers multimedia literacy, techniques to help students synthesize expository text (online and offline), and research on technology use in the classroom. Students review the critical aspects of multiple digital literacies for 21st century skills necessary for success in today's global economy.

EDUC X300.76 Reading Practicum (3 units)
The Reading Practicum is the culminating course in the Reading Certificate Program and candidates must complete all other courses in the program prior to enrolling in this course. Candidates will participate in at least 45 hours of documented work in a selected educational environment that provides candidates with the opportunity to deliver balanced, comprehensive and reflective reading and language arts instruction. Candidates are required to work with individuals and/or small groups of students at both early (PreK-3) and intermediate (4th grade and up) levels of literacy acquisition. With guidance from a field-based mentor, candidates will undertake directed work with diverse learners, including English language learners, beginning readers, and students with specific deficiencies. Candidates will assess struggling readers at both early and intermediate levels; tutor or teach small groups of struggling readers at two or more reading levels including the nonreader level and one or more higher levels. *Prerequisites: EDUC X300.71 Promoting a Culture of Literacy, EDUC X300.72 Foundations in Fluency, EDUC X300.73 Assessment, Instruction, and Intervention, EDUC X300.74 Balanced Literacy and Strategy Instruction, and EDUC X300.75 21st Century Literacy.*

Is there a required sequence of courses?
Although there is not a "required" sequence of courses, it is "recommend" to complete EDUC X300.72 Foundations in Fluency prior to enrolling EDUC X300.73 Assessment, Instruction, and Intervention. It is required that all other coursework in the program be completed before enrolling in EDUC X300.76 Reading Practicum. All requirements must be completed within five (5) years after the student enrolls in his/her first course.

What is the Reading Practicum?
The Reading Practicum is a capstone course incorporating guided fieldwork that offers candidates an opportunity to demonstrate the knowledge, skills and abilities acquired during the Reading Certificate program. It is the last course in the program.

What are the essential elements of the Reading Practicum?
Candidates are expected to nominate a field supervisor for service; select an instructional environment comprised of readers of varied abilities; work with students at both early (PreK-3) and intermediate (4th grade and up) levels of literacy acquisition; undertake pre- and post- as well as formative assessment activities; deliver a comprehensive reading intervention based on assessment; and summarize findings and recommendations based on the success of the intervention. Candidates will also be observed by the field supervisor at least two times during the course.

Who can serve as a Field Supervisor? What are the Criteria for Service?
Field supervisors may be experienced reading teachers; literacy coaches; reading specialists; or administrators. The practicum instructor will work with you and your field supervisor to coordinate observations and other elements of the course where needed. They are responsible for:

- Reviewing your Practicum Portfolio, including data analyses and intervention plans
- Observing you in action
- Providing you with regular, ongoing feedback on performance and progress so that the you can affect formative changes to his/her work with pupils
- Providing the course instructor with regular feedback

How much does it cost?
Each online course is $525, making the total cost of tuition $3,150.

Is there an application fee?
There is a $75 non-refundable application fee at the time of admission for those applying to the CTC-issued Reading and Literacy Added Authorization program. There is no application fee at the time of admission for those applying to the UCI Division of Continuing Education-issued Reading Certificate program.

What happens if I do not earn a "B" or better in a course in the program?
Candidates not making sufficient progress are notified officially by the Education Programs Department and provided with an opportunity to discuss options for assistance and to respond to Department decisions. It is possible a candidate would need to retake a course in the program by re-enrolling and paying again for the course.

Can I transfer coursework into the Reading Certificate Program?
In most cases, candidates may transfer no more than one qualified course to this certificate program. Coursework must be from an accredited four year college or university. Coursework must have been completed within the past five years. Coursework must be credit in nature and be completed with at least a letter grade of "B."

If you are requesting to transfer coursework:
- Submit a copy of the Petition to Transfer Coursework form (see Appendix for form)
- Submit a course description/syllabus from the institution where the course was taken
- Submit an official transcript

Mail documents to:

UCI Division of Continuing Education
Education Programs
P.O. Box 6050
Irvine, CA 92616-6050

Following the completion of the courses, what next steps are involved?

CTC-issued Reading and Literacy Added Authorization
In order to be recommended for the RLAA with the California Commission on Teacher Credentialing (CTC), an applicant will need to submit an application packet to the Credential Analyst & 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 https://www.ctc.ca.gov/docs/default-source/leaflets/414.pdf?sfvrsn=20)
    - Please provide an email address that is not an AOL or a School District email address.
    - For section #2 Application Type Requested, select "Add Subject/Authorization to Existing Document".
    - For section #3 Choose Document Type, select your basic credential and "Other" under Teaching or Service Credentials.
        - Please indicate "Reading & Literacy Added Authorization" in the space under Other.

- ONE official sealed transcript reflecting grades for all required courses
    - To request an official transcript, go to https://ce.uci.edu/resources/academic/transcripts/. Transcript requests may be made online through your online account by requesting a digital transcript via Parchment. The digital transcript must be sent to UCI's Credential Analyst, David Lim, at dklim@uci.edu.

- Official verification of at least three years of full-time employment on a valid California teaching credential
    - If you did not provide this at the time of admissions, you must provide it now. (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 and Literacy Added Authorization.

- Completed Exit Survey. After successful completion of all coursework, you will receive an email from education@ce.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 within three weeks after completing the program, please contact Education Programs at (949) 824-7945 or education@ce.uci.edu.

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

David Lim
Credential Analyst & Counselor
UC Irvine School of Education
2000 Education
Irvine, CA 92697-5500

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

After your recommendation has been submitted by UCI's Credential Analyst and 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 Counselor.

UCI Division of Continuing Education-issued Reading Certificate
In order to be issued a Reading Certificate from UCI DCE, you will need to submit a Request for Certificate form along with payment to UCI DCE's Student Services office. See the Appendix for the form.

Mail the Request for Certificate form along with payment to the address listed below:

UCI Division of Continuing Education
Student Services
P.O. Box 6050
Irvine, CA 92616-6050
Or fax to: (949) 824-2090

Who can I contact for more information?
UCI Division of Continuing Education
Education Programs
949-824-7945
education@ce.uci.edu

For specific questions regarding registration or issues accessing your online course:
UCI Division of Continuing Education, Student Services
949-824-5414
dce-services@uci.edu

For specific questions regarding your recommendation for the CTC-issued Reading and Literacy
Added Authorization:
David Lim, Credential Analyst & Counselor
UCI School of Education
(949) 824-3348
dklim@uci.edu

Disability Services
If you need support or assistance because of a disability, you may be eligible for accommodations or services through the Disability Service Center at UC Irvine. Please contact the DSC directly at (949) 824-7494 or TDD (949) 824-6272. You can also visit the DSC's website: www.disability.uci.edu/. The DSC will work with your instructor to make any necessary accommodations. Please note that it is your responsibility to initiate this process with the DSC.

Grievances
All Division of Continuing Education (DCE) students are subject to the UCI Code of Student Conduct Implementation of some aspects of the Code of Conduct may be modified to accommodate the unique needs of our students. However, students with a grievance regarding their treatment within DCE have several avenues to pursue their concerns (as outlined on the Office of Academic Integrity and Student Conduct website): instructor of their course, Director of their Academic Program, Office of the Registrar and the Dean's Office. Students also have access to the UCI Office of the Ombudsman, which can assist students with thinking through the problem and devising a plan for resolving issues. Although it generally makes sense to attempt to resolve any difficulties at the lowest possible level of the academic hierarchy, students may initiate the grievance policy by contacting their instructor, academic staff, or DCE management. Any grievance from applicants to appeal an admissions decision is directed to the department director for processing.

Appendix

UCI DIVISION OF CONTINUING EDUCATION-ISSUED READING CERTIFICATE
APPLICATION FORM

In order to be considered for admissions to UCI Division of Continuing Education-issued Reading Certificate program, please complete the application form below and submit a Statement of Intent. The Statement of Intent is a written statement describing your reasons for participating in the UCI DCE-issued Reading Certificate program and how the program may be relevant and applicable to your goals as an educator (one paragraph to one page in length). Address to UCI DCE-issued Reading Certificate Program.

Please note this application form should only be used by an applicant who is applying to the UCI DCE-issued Reading Certificate program, and not the Commission on Teacher Credentialing (CTC)-issued Reading Certificate program. For example, if you have an out of state teaching credential as opposed to a California teaching credential or you are working in a private industry, you may be eligible for UCI DCE's Reading Certificate. If you are applying to receive the Reading Certificate from the CTC, do NOT use this form to apply to the program.

Submit the Application Form and Statement of Intent to education@ce.uci.edu or mail to UCI Division of Continuing Education, Education Programs, P.O. Box 6050, Irvine, CA 92616-6050. Applicants will be notified of acceptance to the certificate program by email within four weeks upon receipt of a completed application (application form and statement of intent).

Personal Information:

First/Last name: _____

Gender: _____ Ethnicity: _____ Date of Birth: _____

Contact Information:

Home address: _____

Phone: _____ Email: _____

Work Information:

Employer name: _____

Work address: _____

Email: _____ School district: _____

County: _____

Degree Information:

College/University: _____

Degree type:_____ Date awarded: _____

11

REQUEST FOR CERTIFICATE
Certificate Program in Reading

Please note this form should only be used by an applicant who qualifies for the Reading Certificate from UCI Division of Continuing Education, and not from the Commission on Teacher Credentialing (CTC). For example, if you have an out of state teaching credential as opposed to a California teaching credential or you are working in a private industry, you may be eligible for UCI DCE's Reading Certificate. If you are applying to receive the Reading Certificate from the CTC, do NOT use this form.

To request your UCI DCE-issued Reading Certificate, please complete this form and submit with your non-refundable payment of $75 to UCI DCE's Student Services Office. This request form must be filed after completing all the coursework in the program.

NAME: ☐ Mr. ☐ Mrs. ☐ Ms. _____

NAME ON CERTIFICATE: _____

List name as you would like it to appear on your certificate

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: DAY _____ EVENING: _____

STUDENT ID#: _____ DATE OF BIRTH: _____

Student ID# can be found on your UCI DCE on-line account at www.ce.uci.edu

EMAIL ADDRESS: _____

Payment must be included with application.

☐ MY CHECK FOR $75 IS ENCLOSED (Payable to Regents of University of California).
CANDIDACY FEE IS NONREFUNDABLE AND NONTRANSFERABLE.

☐ CHARGE TO: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card Number:	*Expiration Date:*
Cardholder Name:	
Billing Address:	
Authorizing Signature:	

Optional

☐ I would like to also receive a complimentary digital certificate.

Mail Completed form and Payment To:
UNIVERSITY OF CALIFORNIA, IRVINE
DIVISION OF CONTINUING EDUCATION
STUDENT SERVICES OFFICE
PO BOX 6050, IRVINE, CA 92616-6050

OR FAX TO:
(949) 824-2090

PETITION TO TRANSFER COURSEWORK
<u>EDUCATION PROGRAMS</u>

In most cases, candidates may petition to transfer no more than one qualified course to this certificate program.

If you are requesting to transfer coursework:
1. Submit completed Petition to Transfer Coursework form
2. Submit course description/syllabus from the institution where the course was taken
3. Submit official transcript
   Mail to:
   UCI Division of Continuing Education
   Attn: Education Programs
   P.O. Box 6050
   Irvine, CA 92616-6050

PLEASE NOTE:
- Coursework must be from an accredited four year college or university.
- Coursework must have been completed within the past five years.
- Coursework must be credit in nature and be completed with at least a letter grade of "B."

When we have received your petition, course description/syllabus and official transcript, we will let you know the outcome of your request.

PETITION TO TRANSFER COURSES: EDUCATION PROGRAMS   Today's Date:

Name:		Daytime Phone:	
Email Address:		Evening Phone:	
Address:			
City:		State, Zip:	

Course #	Course Title	Proposed Transfer (Course you have taken)

Signature of Petitioner: _____

UCI DCE USE ONLY					
Petition		Granted		Denied	

COMMENTS:

_____	_____
Program Representative	Date Reviewed
_____	_____
Angela Jeantet, Director	Date Approved

13