



Reading Certification Process for the UCI Division of Continuing Education-issued Reading Certificate

Now that I have completed all the coursework, what do I do to receive the UCI Division of Continuing Education (DCE)-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 below for the form.

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

UCI Division of Continuing Education
Student Services
PO Box 6050
Irvine, CA 92616-6050

Or fax to: (949) 824-2090

Who can I contact for more information?

UCI DCE, Education Programs

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

UCI DCE, Student Services

949-824-5414 or dce-services@uci.edu

**UNIVERSITY OF CALIFORNIA, IRVINE
DIVISION OF CONTINUING EDUCATION**

**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 UCIDCE-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.

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

HOME ADDRESS:

CITY:

STATE:

ZIP

PHONE: DAY

EVENING

*SOCIAL SECURITY #:

JOB TITLE:

EMPLOYER:

EMPLOYER ADDRESS:

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

<i>Account Number:</i>	<i>Expiration Date:</i>
<i>Account Name:</i>	
<i>Billing Address:</i>	
<i>Authorized Signature:</i>	

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

*By Regental authority, we request your social security number in order to verify your identity for accurate record keeping. Although providing your social security number is voluntary, it is requested for tax purposes, to provide evidence of fee payments that may entitle you to tax credits under the Taxpayer Relief Act of 1997. Please visit http://www.fs.uci.edu/TRA97/UCI_tra.htm for more information. Providing your social security number also allows you to create an online user account at www.unex.uci.edu so that you may view your unofficial transcripts and grades, order official transcripts, and update your contact information. Please visit http://www.reg.uci.edu/facnet/student_records.html for privacy policies concerning information requested on this form.