



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:

UNIVERSITY OF CALIFORNIA, IRVINE
DIVISION OF CONTINUING EDUCATION
STUDENT SERVICES OFFICE
PO Box 6050, IRVINE, CA 92616-6050

Or fax the Request for Certificate form along with payment information to (949) 824-2090

Who can I contact for more information?

Education Programs
UCI Division of Continuing Education

949-824-7945 or education@ce.uci.edu

Student Services
UCI Division of Continuing Education

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 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

<i>Credit Card Number:</i>	<i>Expiration Date:</i>
<i>Cardholder Name:</i>	
<i>Billing Address:</i>	
<i>Authorizing Signature:</i>	

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