

Reading & Literacy Added Authorization (RLAA) Reading & Literacy Leadership Specialist (RLLS)

For additional information, visit our website at:
<http://www.sjsu.edu/education/academics/credentials>

Submit all forms and applicable fees with application packet.

- ☐ **Information Sheet:** Type in your information and print form.
- ☐ **\$25 Processing Fee:** Pay online at: <https://commerce.cashnet.com/SJSUCRD>.
Write receipt # on information sheet.
- ☐ **Program Planning Guide:** Contact the Teacher Education Department at 408-924-3771 for a copy of your program planning guide. Completion of all RLLS credential coursework will be verified by Credential Services. Course substitutions completed outside of SJSU must be indicated on the program contract. You may be required to submit official transcripts if we are unable to access your records.
- ☐ **Verification of Experience:** Minimum of 3 years of successful, full-time experience required. Teaching experience may be from any grade, preschool through adult. However, student teaching, intern teaching, and teaching while holding an emergency teaching permit or variable term waiver are not acceptable toward the three-year requirement. Verification of experience must be on the district or employing agency letterhead and signed by director of personnel or human resources. School or district personnel other than the applicant must verify all experience. The letter must include dates of employment and position(s) held.
- ☐ **Copy of current/valid basic California Teaching Credential:** You may submit a printout of your credential from the CTC website at ctc.ca.gov. The term of a clear specialist instruction credential is determined by the expiration date of the prerequisite teaching credential held, but may not exceed five calendar years.
- ☐ **English Learner Authorization:** Possession of an English learner authorization issued by the Commission. See CTC leaflet [CL-622](#) for a summary of documents issued by the Commission authorizing instruction to English learners (EL).

Completing the CTC Online Recommendation Process: Upon receipt of your application, we will send an email confirmation with instructions and a designated date to finalize this final step. To proceed, please access your Educator Account via the CTC website. For step-by-step instructions, go to

<https://www.ctc.ca.gov/credentials/complete-recommend/>

NOTE: Please complete your recommendation within 90 days of filing your credential with our office. Recommendations not completed within this timeframe will be purged from the CTC system.

Submit **COMPLETE** application packet credentials@sjsu.edu or mail to:

San Jose State University – Credential Services
One Washington Square, Sweeney Hall 445
San Jose, CA 95192-0015