

# CTC Preconditions Report

## Reading and Literacy Added Authorization (RLAA)

| PRECONDITION                                                                                                                                                                                                                                                                                         | PROGRAM RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p>(1) Prerequisite Teaching Credential.</p> <p>RLAA and/or the RLLS Credential Programs shall determine, prior to recommending a candidate for the added authorization or credential, that the candidate possesses a valid teaching credential as specified in Education Code section 44203(e).</p> | <p>Interested candidates visit the <a href="#">Reading and Literacy Added Authorization program website</a> and review application materials for details on the authorization requirements. Candidates will submit all documentation, including the program application online to the Reading and Literacy Added Authorization (RLAA) Program Coordinator. The RLAA Program Coordinator reviews credential program applications to ensure that applicants meet eligibility requirements for program admission.</p> <p>Candidates admitted to the Reading and Literacy Added Authorization program will <a href="#">open a credential file</a> with the College of Education's Student Success and Advising Center, which details the instructions and items needed to establish a file. Reading Candidates will need to submit all supporting documentation, including verification that they hold a valid Multiple Subject, Single Subject, Education Specialist, or a Clear Full-time Designated Subjects Credential. A credential analyst will review the candidate's file with this <a href="#">Reading and Literacy Added Authorization Evaluation Form</a>. During the evaluation process, the credential analyst will review the candidate's credential record on the Commission on Teacher Credentialing website to verify that the candidate has the appropriate valid California teaching credential prior to recommendation of the authorization. The valid California teaching credential requirement will be recorded on the <a href="#">Reading and Literacy Added Authorization Evaluation Form</a>.</p> |

| PRECONDITION                                                                                                                                                                                                                                                                                                                                                              | PROGRAM RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>(2) English Learner Authorization</p> <p>RLAA and/or the RLLS Credential Programs shall determine, prior to recommending a candidate for the added authorization or credential, that the candidate possesses an English Learner authorization as specified in Education Code sections 44253.1; 44253.2; 44253.3; 44253.4; 44253.5; 44253.6; 44253.10; or 44253.11.</p> | <p>Upon opening a credential file with the Student Success and Advising Center, the candidate will submit supporting documentation, including verification that they hold the appropriate English Learner Authorization. A credential analyst will review the candidate's record in the Commission on Teacher Credentialing website to verify that the candidate has the appropriate English Learner Authorization and update the file accordingly, prior to recommendation of the authorization. The English learner authorization requirement will be recorded on the <a href="#">Reading and Literacy Added Authorization Evaluation Form</a>.</p> |

| PRECONDITION                                                                                                                                                                                                                                                                                                                                                                 | PROGRAM RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p data-bbox="107 142 464 175">(3) Basic Skills Requirement</p> <p data-bbox="107 240 611 548">RLAA and/or the RLLS Credential Programs shall determine, prior to recommending a candidate for the added authorization or credential, that the candidate has met the Basic Skills Requirement as specified in Education Code section 44252(b), unless exempt by statute.</p> | <p data-bbox="636 142 1976 435">Admission to the Reading and Literacy Added Authorization program requires candidates to hold a bachelor's degree from a regionally accredited institution of higher education. Because Education Code section 44252(b) states that the Basic Skills Requirement may be satisfied through qualified coursework applied towards the bachelor's degree, this requirement is met at the time of program admission. Prior to recommending a candidate for the added authorization, a Student Success Advising Center (SSAC) credential analyst confirms that the requirement has been satisfied and the basic skills requirement will be recorded on the <a href="#">Reading and Literacy Added Authorization Evaluation Form</a>.</p> |

| PRECONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROGRAM RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <p data-bbox="111 147 548 180">(4) Full-Time Teaching Experience</p> <p data-bbox="111 224 590 683">RLAA and/or the RLLS Credential Programs shall determine, prior to recommending a candidate for the added authorization or credential, that the candidate has verified completion of three years of successful full-time teaching experience in any grades preschool through adult, exclusive of student teaching, internship teaching, or teaching while holding an emergency credential or permit.</p> <p data-bbox="111 711 590 781"><i>Clarification of Program Precondition 4</i></p> <p data-bbox="111 808 611 1503"><b>Full-Time Experience</b> is defined as teaching for a minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time employment will be accepted. Experience earned outside of California must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel or human resources by which the individual was employed.</p> | <p data-bbox="636 147 1990 399">Candidates are notified on the <a href="#">Open a Credential File</a> site at the Student Success and Advising Center that they must submit original documentation from their employer or district HR department with the appropriate signatures, verifying at least 3 years of full-time teaching experience, prior to eligibility for the credential recommendation. A credential analyst will review and verify that the teaching experience has been met prior to the recommendation of the authorization. The teaching experience requirement will be recorded on the <a href="#">Reading and Literacy Added Authorization Evaluation Form</a>.</p> |

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| <p><b>Student Teaching</b> is defined as experience in a classroom or school under the direction and supervision of an experienced practitioner to complete program requirements. Other terms sometimes used include field work, field experience, directed teaching, practice teaching, practicum, etc.</p> |  |
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| PRECONDITION                                                                                                                                                                                                                                                                                                                                                                    | PROGRAM RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>(5) Completion of Requirements</p> <p>RLAA and/or the RLLS Credential Programs shall determine, prior to recommending a candidate for the added authorization or credential, that the candidate has completed all requirements for the Commission-approved program based on the RLAA and/or RLSS Credential Program Standards (rev. 03/2011)Open PDF in current window..</p> | <p>Prior to applying for the Reading and Literacy Added Authorization, candidates must complete <a href="#">the program coursework</a> (15 units) aligned with CTC RLAA standards. The completion of the coursework is verified by a credential analyst during a thorough review of each candidate. The completion of program coursework is recorded on the Reading and Literacy Added Authorization Evaluation Form prior to the credential recommendation.</p> |