

## **How to Apply for your Reading Certificate or Reading and Language Arts Specialist Credential**

### **Please follow the instructions below to apply for your Reading Certificate or Reading & Language Arts Specialist Credential**

*(Note: If qualified and applying for the R.L.A. Specialist Credential, you do not need to apply for the Reading Certificate).*

1. Complete the attached "Request for Reading Certificate or Reading & Language Arts Specialist Credential" form. Make sure to include a CLEAR, CURRENT and ACTIVE email address that will not be discontinued within the next 3 months. This is critical for the completion of this process.
2. Include a check or money order made out to SSU for \$25.00 with your application.
3. Provide verification of three years successful, full-time teaching experience in any grade or subject, preschool through adults (Verification may be provided by a letter or other appropriate documentation by the candidate's employer. Acceptable experience does **not** include student teaching, internship teaching, or teaching while holding an emergency permit. This experience may also be gained outside of California.)
4. Make sure your Basic Credential is VALID (this means within 6 months of expiring; if it will expire in less than 6 months from the time you apply for the Reading Certificate or R.L.A. Specialist Credential, you **MUST** renew your basic credential **BEFORE** you submit this application to the Credentials Office.)
5. Assuming you have completed all requirements for the credential, you will receive an email from the California Commission on Teacher Credentialing confirming that we have recommended you for the Credential approximately 2 weeks after submitting your application to the Credentials Office. The email will be "from" the Credential Analyst at SSU and the "subject" will read: "[NOTICE] Application for New Teaching Credential".
6. Follow the directions on the email to pay the required credential application fee and provide other required information. You will need a Visa or MasterCard to pay this fee. Your recommendation will not be complete until this fee is paid.
7. Once your credential is issued (approximately 2 weeks after completing step 6) you will receive an email from the California Commission on Teacher Credentialing indicating that they have issued your credential. Print this email for your records as your employer may need a copy.
8. You will receive your credential in the mail directly from the California Commission on Teacher Credentialing. Your employer may want a copy of your issued credential.

**Return the COMPLETE application packet to Stevenson Hall 1078 or mail to:**  
SSU, School of Education, Credentials Office, 1801 E. Cotati Ave., Rohnert Park, CA 94928.  
Call (707) 664-3141 with any questions.

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***KEEP THIS PAGE FOR YOUR RECORDS***

*Date Submitted:* \_\_\_\_\_

*Please update our office if you change your address.*  
**Admissions & Records does not forward address changes to our office.**

**Sonoma State University**  
**School of Education**  
**Request for Reading Certificate or Reading Specialist Credential**

Please type or print clearly with ballpoint pen

<b>Student's Last Name (PRINT)</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Maiden/Former Name(s)</b>
<b>Daytime Phone</b>		<b>E-mail Address</b>	
<b>SSN</b>	<b>Date of Birth</b>		
<b>Student Address:</b>			
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Is this a new address? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
<b>CREDENTIAL REQUESTED</b> <i>(please choose one):</i>			
<b>Reading Certificate</b> <input type="checkbox"/>	<b>Reading and Language Arts Specialist</b>		<input type="checkbox"/>
<b>Student Signature (REQUIRED)</b>		<b>DATE</b>	

<b>Credential Analyst Use Only</b>
Date Submitted to CCTC: _____
By: _____

<b>For Office Use Only</b>
<input type="checkbox"/> Database
<input type="checkbox"/> Student File
<input type="checkbox"/> _____