

CCTC Reading & Literacy Added Authorization (RLAA) Program Verification Letter Requirements

Who is required to submit a Verification Letter?

Any candidate who wishes to obtain the Added Authorization must have their employer provide a verification letter confirming at least 3 years of full-time teaching experience.

Where should the Verification Letter be sent?

The recommended method of submission is through email to: unexeduc@ucsd.edu

- Each Verification Letter must be received directly from your employer (or previous employer).
 - Letters emailed by the candidate are considered unofficial and will not be accepted.
- Letters must be sent as a PDF attachment and must include all the information listed below.
- All virtual signatures must align with [CTC electronic signature requirements](#).

What information should be included in the Verification Letter?

Please ensure the following is included within the letter:

- The professional relationship between the applicant and the person signing the verification.
 - Acceptable signees: HR representatives, Principals, or other supervising administrators who have access to the employment history within your personnel file.
- Beginning and end dates of employment.
- A brief description of duties specifying teaching experience.
- Verification of at least 3 years of **full-time** teaching experience. **Please ensure to include a statement that the employment was full-time within the letter.**
 - Please make sure “Full-Time” is spelled out, we cannot accept abbreviations in lieu of the spelled-out term.
 - This experience can be in any grade or subject, preschool through adult and must have been completed while holding a valid California Teaching Credential.
 - Teaching experience for adults must be at an adult school (not inclusive of higher education at colleges or universities).
 - Acceptable experience **does not** include student teaching, intern teaching, or teaching while holding a permit.
 - Full-time teaching is defined as a minimum of 4 hours per day for at least 75% of a school year.
 - Full-time teaching experience outside of California may be accepted subject to review.
- The letter(s) of verification must be on school letterhead with an original signature or an electronic signature through a [CTC approved source](#).

Who should I contact if I have any questions?

Please direct any questions regarding the RLAA Verification Letter to: unexeduc@ucsd.edu