

All requirements listed below must have been completed and provide evidence of the following in order for us to process your credential. Please note: If any items have been previously submitted to the Office for Student Services, you will not need to resubmit it again. All examinations and letters of verification must be **ORIGINALS**. Faxed copies or Xerox copies will not be accepted.

**Credential Processing Fees:**

1. A fee of \$35.00 is required for cancelled credential applications or loss of continuing student status at CSULA. Please have cashier's stamp below verifying that you paid this fee.

**Cashier Stamp: Code #696**

**Clear Reading & Literacy Leadership Specialist Credential (Formerly: Reading Language Arts Specialist Credential Program)**

- Completion of required coursework as indicated on the program plan
- Evidence of passing WPE
- Copy of VALID basic teaching credential
- **FERPA release form** – required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).
- Verification of 3 years of full time teaching experience at either “K-6th grade” or “7th grade or above” AND a minimum of 20 hours of experience at the other level.  
(Original verification on district letterhead required – must be signed by the District Superintendent, Assistant Superintendent or HR Director)

**Reading & Literacy Added Authorization (Formerly: California Reading Certificate)**

- Completion of required coursework as indicated on the program plan
- Evidence of passing WPE
- Copy of VALID basic teaching credential
- **FERPA release form** – required for the release of official CSLA transcripts (available in the Office for Student Services, KH D2078).
- Verification of 3 years of full time teaching experience at either “K-6th grade” or “7th grade or above” AND a minimum of 20 hours of experience at the other level.  
(Original verification on district letterhead required – must be signed by the District Superintendent, Assistant Superintendent or HR Director)

**Reading & Literacy Leadership Specialist Credential and Reading & Literacy  
Added Authorization Evaluation & Processing Form**

Type all information requested below (**forms not typed will not be processed**).  
Please check which authorization you are seeking (this application can only be used to apply for either  
the credential or added authorization. You will need to submit 2 forms if you are applying for both).

<input type="checkbox"/> Reading & Literacy Leadership Specialist - Clear	<input type="checkbox"/> Reading & Literacy Added Authorization
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Last Name First Name Middle Name

Former Name(s)

Have you held a California credential or permit authorizing teaching in California public schools?

Yes  No Please Specify

CIN  SSN  Date of Birth

Street Address

City  State  Zip Code

Home Phone  Work Phone  Cell Phone

**Email Address**

(Note: verify your email address; the CCTC will correspond with you regarding the status of your  
credential using this email address.)