



Reading Certificate Program Community College Instructor

Application

Community college instructors with a master's degree in English or a related subject can acquire a Reading Equivalency by completing the 18-unit Reading Certificate Program. To enter the UC Davis Extension CCTC-approved program:

- Complete and submit this application form along with the \$45 fee.
- Certify that you have at least a 3.0 GPA in previous post-graduate professional courses, or explain temporary circumstance that caused a lower average.
- Provide written and dated verification by your current principal on school letterhead that you have at least three years of full-time K-12 teaching experience (this does not include student teaching, internship teaching or teaching while holding an emergency credential or permit). The letter must state the dates of your experience and contain the term "full-time".
- Please provide a copy of your current credential. You must hold a valid California teaching credential (not an intern credential or emergency credential).
- Submit two letters of recommendation from professional colleagues that attest to your strong potential for professional success based on their knowledge of your experience and personal characteristics.

If you have questions, please call the UC Davis Extension Education Department at (530) 757-8512.

The information requested on the application regarding education and work experience is confidential and for UC Davis Extension office use only.

Date: _____

General information

(Please print clearly or type.)

Name (as it should appear on your certificate)

Home address

City State Zip

Home phone number Fax number

Email address

Extension student ID number

Birthdate (mm/dd/year)

Professional information

Current title or position

School or company name

School or company address

City State Zip

Work phone number

Length of time in present position

Is your employer covering all part none of your course fees?

Please give a brief description of your current responsibilities.
(Attach additional pages if needed.)

Please provide a brief description of your career goals.
(Attach additional pages if needed.)

Do you belong to any professional or trade organizations?
(Please specify.)

Education

College

Area of study

Degree and date of degree (mm/dd/year)

Graduate school

Area of study

Degree and date of degree (mm/dd/year)

Other relevant education:

Yes, I had at least a 3.0 GPA in my postgraduate professional courses. (If you had less than a 3.0 GPA, you may attach an explanation of special circumstances that caused a lower average.)

Application fee

The \$45 fee is nonrefundable.

My check payable to UC Regents is enclosed.

Please bill my:

- Visa
- MasterCard
- Discover
- American Express

Account number

Name of cardholder

Expiration date (mm/dd/year)

Credit card verification number ____ The CCV number is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front).

Signature _____ Date _____

Please note: For security purposes, we can no longer accept credit card payments via fax.

Release records to UC Davis

After my successful completion of this program I authorize the release of my UC Davis Extension academic record, including a transcript showing all courses and grades, to the UC Davis School of Education.

Signature _____ Date _____

Mail your application to:

Student Services
UC Davis Extension
University of California
1333 Research Park Drive
Davis, CA 95618-4852