Reading and Literacy Added Authorization (RLAA) and the Reading and Literacy Leadership Specialist (RLLS) Credential

1. **Prerequisite Teaching Credential.** 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) with an appropriate English Learner authorization as specific in Education code sections 44253.1; 44253.2; 44253.3; 44253.4; 44253.5; 44253.6; 44253.10; or 44253.11.

   The Reading and Literacy Added Authorization program website lists all requirements for program admission, including possession of a valid teaching credential.

   The CSUB Credential Analyst, Gillermina Martinez, verifies that all requirements have been met at the time the candidate submits their RLAA authorization application (page 2).

   Prior to recommending the applicant to the CTC through the online recommendation system, the Credential Analyst uses the CTC's public Teacher Credential search engine to verify that the candidate holds a valid California teaching credential.

2. **Basic Skills Requirement**. RLAA and/or the RLLS Credential Programs shall determine, prior to recommending a candidate for the credential or Added Authorization, that the candidate has met the Basic Skills Requirement as specified in Education Code section 44252(b), unless exempt by statute.

   No evidence required.

3. **Verification of Experience**
   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.

   The Reading and Literacy Added Authorization program website outlines the program requirements needed for verification prior to program completion. The RLAA Application, found on the Credential Office's Preliminary Credential Requirements webpage outlines the credential application process and timeline on page 1 with greater focus on verifying program completion requirements on page 2.

   The candidate must submit verification of 3 years of teaching experience by submitting the Verification of Experience Form found on page 5 of the RLAA Application.This form is to be completed by the candidate and signed by the authorized personnel of the candidate's current or previous school district.

The CSUB Credential Analyst, Gillermina Martinez, verifies that all requirements, including years of experience, have been met at the time the candidate submits their [RLAA Authorization application](#) (page 2).

4. **Completion of Requirements.** 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)](#).

Clarification of Program Precondition 4:
Full-Time Experience 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.
Student Teaching 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.

The Reading and Literacy Added Authorization program [website](#) outlines the program requirements needed for verification prior to program completion. The [RLAA Application](#), found on the [Credential Office's Preliminary Credential Requirements webpage](#) outlines the credential application process and timeline on page 1 with greater focus on verifying program completion requirements on page 2.

Upon completion of the RLAA program, the candidate completes the [Reading and Literacy Authorization application](#) that was designed by the CSUB Credentials Office. The completed application is submitted to the Credential Analyst, Gillermina Martinez. Receipt of this application initiates an evaluation of the candidate's file for completion of the RLAA program.

The analyst uses an "in-house" [Credential Recommendation Form](#) as a checklist to ensure all requirements have been satisfactorily met before submitting the RLAA recommendation to CTC via the online recommendation system.