How to Apply for your Reading & Literacy Added Authorization (RLAA) OR Reading & Literacy Leadership Specialist Credential (RLLS)

Please follow the instructions below

(Note: If qualified and applying for the RLL Specialist Credential, you do not need to apply for the RLAA).

1. Complete the attached “Request for RLAA or RLLS form. Make sure to include the email address you have listed with the California Commission on Teacher Credentialing (CTC). 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. Include a copy of the Graduate Reading Program Survey.

https://surveys.sonoma.edu/classclimate/online.php?p=MN6SL

4. Provide verification of three years successful, full-time teaching experience in any grade or subject, preschool through adults. Acceptable experience does not include student teaching, internship teaching, or teaching while holding a substitute permit. This experience may also be gained outside of California. Letter must contain exact dates of employment and estate full time status. Letter must be provided by HR director or Superintendent. Letter must be on letterhead, and have the original signature of HR director or Superintendent.

5. Make sure your Basic Credential is VALID (if it will expire in less than 12 months from the time you apply for the RLAA or RLLS Credential, you MUST renew your basic credential BEFORE you submit this application to the Credentials Office).

6. 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. The email will be “from” CTC and the “subject” will read: “CTC Notice- Recommendation for New Document”.

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.

8. In 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.

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.

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  
RLAA or RLLS Credential

Please type or print clearly with ballpoint pen. Please note: Name on credential will appear as listed with the California Commission on Teacher Credentialing. All updates to name & contact information must be done directly by you the applicant with CTC. Our office cannot make the changes.

*Required Information

<table>
<thead>
<tr>
<th>*Student’s Last Name (PRINT)</th>
<th>*First Name</th>
<th>*Middle Name</th>
<th>Maiden/Former Name(s)</th>
</tr>
</thead>
</table>

*Home Phone

*Cell Phone

*SSN

*E-mail Address (not SSU’s). CTC will send communications to address they have on file.

*Date of Birth

*Student Address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Is this a new address?  
☐ Yes  
☐ No

* I have updated all my personal information with CTC (please initial) ________

PROGRAM (please choose one):

☐ Reading & Literacy Added Authorization  
☐ Reading & Literacy Leadership Specialist Credential

Student Signature (REQUIRED)  
DATE

Notes: