

READING CERTIFICATE

It is the applicant's responsibility to verify that all required documentation is in their program file at the Jim and Judy Watson COE Student Services Office prior to or at the time of submission of the application for formal credential recommendation. Please see the appropriate *term of credential* (Clear) below for the list of required documentation:

TERM OF CREDENTIAL: *CLEAR*

1. **TRANSCRIPTS:** All applicants are required to submit *updated*, official transcripts from each (except CSUSB) institution attended.
2. **EXPERIENCE VERIFICATION:** All applicants are required to submit a Verification of Experience ([41 EXP](#)) form verifying a minimum of three years of successful full-time teaching experience verified by the employing school district *personnel office*
3. **COPY OF VALID PREREQUISITE CREDENTIAL:** All applicants are required to submit a copy of their *valid* California basic teaching (excludes Emergency, Short-Term Staff and/or Provisional Internship Permits) credential.
4. **PROGRAM PLAN:** All applicants are required to submit the Program Plan form completed and signed by the program coordinator.