

**READING CERTIFICATE  
and  
READING AND LANGUAGE ARTS  
SPECIALIST CREDENTIAL PROGRAM**

**CREDENTIAL OFFICE ROOM E103**

Michael D. Eisner • College of Education  
18111 Nordhoff St., Northridge CA 91330-8265

**(818) 677-2586**  
credprep@csun.edu

The Reading Certificate (RC) and the Reading and Language Arts Specialist Credential (R/LASC) Programs are designed for candidates who wish to specialize in the field of reading and language arts and become effective literacy leaders for California's multicultural population.

**The Reading Certificate** authorizes the holder to assess student reading and provide reading instruction in response to those assessments. Reading Certificate holders are also authorized to develop, implement, and adapt the reading content curriculum and assist classroom teachers in these areas. Holders of the Reading Certificate may perform the above services in one or more classroom settings authorized by their prerequisite teaching credential.

**The Reading and Language Arts Specialist Credential** authorizes the holder to provide the following services as a reading specialist in any grade – preschool, kindergarten, grades 1 through 12 and in classes organized for adults:

- Assist and support classroom teachers in developing skills and methodologies in the teaching of reading, adapting and applying instructional materials to address students' reading difficulties.
- Plan and conduct staff development and in-service education to other faculty related to the methods of teaching reading.
- Assess students' reading difficulties and plan appropriate reading instruction to meet students' needs.
- Provide direct reading instruction to students.
- Select and adapt reading instruction materials.
- Develop and coordinate school- district- or county-wide reading and language arts programs through the establishment of goals, objectives and learning activities.

## **ADMISSION**

The following items must be submitted as a package directly to the Credential Office. Only complete application packages will be accepted

**MA ADMISSION-** You must first be admitted to the Master of Arts in the Language and Literacy Option. Please submit a copy of your acceptance letter from the Elementary Education Department with your packet.

**APPLICATION -** The completed Application Form that is included in this packet will be used to establish a file for the candidate.

**TRANSCRIPTS -** Transcripts showing a baccalaureate degree and all post-baccalaureate work must accompany your application package. These must be official transcripts, in a sealed envelope. Transcripts from CSU Northridge may be official or unofficial. Arrange for the transcripts to be sent to you by the institution so you can submit them to us as part of this package. If applying for admission to CSU Northridge for the first time an additional set of official transcripts will be required for University admission.

**VALID TEACHING CREDENTIAL -** Provide a copy of a valid basic teaching credential. This may be a SB2042, Ryan Preliminary or Clear, a Standard or a General credential.

**VERIFICATION OF EXPERIENCE -** Your supervisor should complete a verification form State of California form CL-41 EXP on our website) and return it to you to submit with the application. Verification of at least 1 year of full-time teaching experience must be provided. By conclusion of the program, three years of full-time teaching experience and a Clear Credential must be completed. Acceptable teaching experience does not include student teaching, internship teaching, or teaching while holding an emergency permit. This teaching experience may also be gained outside of California.

**FEE** An application fee of \$25, in the form of a money order or a cashier's check, must accompany your application. This check must be made payable to CSU Northridge and is non-refundable. Cash or personal checks will not be accepted.

**YOU MUST ALSO APPLY TO THE UNIVERSITY -** Please note that these forms do not constitute application to the University. A separate application for admission to the University must also be submitted to the Office of Admissions and Records according to its application schedule if you are not currently enrolled at the University. On-line applications are available at <http://www.csumentor.edu/>

### PROGRAM ADVISEMENT

Upon admission to the program, the candidate must meet with the Program Coordinator, Dr. Connie White for Elementary Education at (818) 677-2621 or to Dr. Mike Rivas, Advisor for Secondary Education candidates at (818) 677-2580 for an:

- Evaluation of coursework taken at other institutions with courses offered at CSUN; and,
- Preparation of a contract of courses (Program Plan) to be completed for the Reading Certificate or the Reading and Language Arts Specialist Credential based on prior coursework evaluations and needed professional competencies.

### COURSES REQUIRED FOR THE READING CERTIFICATE

**Prerequisite:** Basic Teaching Credential **AND**

ENG 428	Children's Literature	3
<b>or</b>		
ENG 429	Literature for Adolescents	

**Certificate Program:**

Total of 16 units

ENG 405	Language Differences and Language Change	3
SPED 671	Advanced Study of Literacy Problems	3
<b>or</b>		
SPED 502 MM	Reading/Language Arts Instruction for Div.	
EED 621	Language, Literacy and Culture Across the Curriculum	3
EED/SED 625A	Literacy Assessment and Teaching Strategies	3
EED/SED 625AL	Laboratory in Literacy Assessment and Teaching Strategies	1
EED 633	Seminar in Elementary School Language Arts Education	3
<b>or</b>		
SED 625ENG	Theory/Research in Teaching Secondary School English	

### ADDITIONAL COURSES REQUIRED FOR THE READING AND LANGUAGE ARTS SPECIALIST CREDENTIAL

**All Certificate courses listed above plus 16 additional units:**

EED 610	Research In Elementary Education	3
<b>or</b>		
EDUC 600	Research in Education	
EED/SED 625B	Literacy Assessment and Teaching Strategies	3
EED/SED 625BL	Laboratory in Literacy Assessment and Teaching Strategies	1
EED/SED 626	Literacy Instruction for English Learners	3

EED/SED 628	Language and Literacy Programs: Leadership, Planning and Evaluation	3
EED 616 or	Microcomputers and Technology in the Development of English/Language Arts	3
SED 617	Microcomputers in Secondary Reading and Language Arts Curriculum	

## **EXIT REQUIREMENTS**

All candidates are required to prepare and submit an exit portfolio that reflects their required professional competencies for the Reading Certificate and/or the Reading and Language Arts Specialist Credential. The portfolio is submitted during the final semester of coursework to the Program Coordinator, Dr. Connie White, as is reviewed by literacy faculty before qualifying for the Reading Certificate or the Reading and Language Arts Specialist Credential.

Candidates must verify at least three years full-time teaching. Acceptable experience does not include student teaching, internship teaching, or teaching while holding an emergency permit. This experience may be gained outside of California.

## **RC and R/LASC APPLICATION**

Candidates who are completing their RC and R/LASC requirements at CSU Northridge file their application for the certificate and/or specialist credential applications through the Credential Office early in the final semester in which requirements are being met. If you are in your last semester of your credential program and CSUN coursework is the only thing left to complete, it is time to request your credential. To do this using the new California Commission on Teacher Credentialing online processing system, you must have an email address and be able to use a credit card for payment. Coursework in progress at institutions other than CSUN must be completed prior to submitting the Credential Request. Initiating this process at the beginning of your last semester of coursework will ensure timely processing.

**Note:** The Credential Request form is online at <http://www.csun.edu/coe/cred> under "forms".

## **ADVISEMENT**

Candidates for the Reading Certificate (RC) and Reading and Language Arts Specialist Credential (R/LASC) must meet with a program advisor upon application for admission to the program: Dr. Connie White in the Elementary Education Department (818) 677-2621 or Dr. Mike Rivas in the Secondary Education Department (818) 677-2580. Candidates may see these advisors during regularly scheduled office hours or by appointment.

## **MASTER'S PROGRAMS**

A master's program in Language and Literacy is available through the Elementary Education Department (818) 677-2621 and Secondary Education Department (818) 677-2580. Please consult those departments for details.

**TO: Candidates Admitted to the Reading Certificate or the Reading and Language Arts Specialist Credential Program**

**FROM: Dr. Connie White  
Program Coordinator  
Reading Certificate and Reading Language and Arts Specialist Credential Programs  
(818) 677-2621**

**SUBJECT: Policy on Exit Portfolio**

The creation and maintenance of a portfolio of your work is a requirement of the Reading Certificate and the Reading and Language Arts Specialist Credential Program. The portfolio may include but not be limited to copies of: a) term papers, b) case studies, c) research reports, d) bibliographies, and e) other creative or descriptive work, such as videotapes, audiotapes, photographs, centers and curriculum units completed in classes taken as a part of the program. Classroom activities/projects undertaken at your school site during your course of study may be considered for inclusion as well. File folders or ring binders are suggested. Please include a Table of Contents listing the portfolio items included and organize these items according to the six categories of professional competencies required by the State of California (see the following Guidelines document for additional information):

1. Assessment and Instruction
2. Instructional Materials
3. Teacher Support
4. Program Design and Evaluation
5. Professional Development
6. Professional Leadership

Please make your portfolio available at each annual meeting with your program advisor and plan to present the completed portfolio to a committee of two or more faculty at the conclusion of your program to demonstrate evidence of having achieved the professional competencies required in the program.

If you have any questions, please contact the Program Coordinator, Dr. Connie White, in the Elementary Education Department at (818) 677-2621 or Advisor Dr. Mike Rivas in the Secondary Education Department at (818) 677-2580.

# Guidelines for Preparation of a Portfolio to Meet the Program Exit Requirement

## Reading Certificate Program (K-12)

and/or

## Reading and Language Arts Specialist Credential Program (K-12)

In order to successfully complete the Reading Certificate Program and/or the Reading and Language Arts Specialist Credential program, all candidates are required to submit for faculty review a portfolio that demonstrates mastery of six domains of professional competencies. The portfolio will contain artifacts from Program courses that provide evidence of the candidate's aptitude, skills, and knowledge of research and content related to diverse K-12 readers.

### Professional Competencies To Be Met

#### **1. Assessment and Instruction**

The candidate demonstrates the ability to assess the academic needs, interests, attitudes, and achievement of students including English speakers and English Language Learners. These assessments are effectively used to make decisions related to appropriate instruction and materials in reading, writing, speaking, and listening for a class and/or for an individual student.

#### **2. Instructional Materials**

The candidate demonstrates the ability to provide leadership in the selection, adaptation, and use of instructional materials, including the textbook adoption process.

#### **3. Teacher Support**

The candidate demonstrates the ability to assist and support classroom teachers K-12 in creating an effective literacy-rich learning environment that meets the California Content Standards of any subject area.

#### **4. Program Design and Evaluation**

The candidate demonstrates the ability to work with the school or district to design effective reading and language arts programs that meet State standards and guidelines. The candidate demonstrates the ability to conduct a comprehensive program review and to suggest needed modifications.

#### **5. Professional Development**

The candidate demonstrates the ability to design and implement professional development activities, including in-service education programs.

#### **6. Professional Leadership**

The candidate demonstrates the ability to assume a leadership role in the school and community, including working collaboratively with allied professionals, district/county personnel, and members of the community.

## **Selection of the artifacts that best represent your abilities:**

From your course products, select those items that best represent your level of professional competence. The items you select should represent most of the courses within the program and should demonstrate content and knowledge related to K-12 and to diverse readers.

Submit the original copy of each item, including the course professor's comments and/or rubric showing the grade received. If any artifacts seem minimal or received a low grade, consider what other evidence you might include to show your professional growth since that project grade was received. If the best artifact for a competency was collaboratively produced, pair it with another artifact that is your individual work. In your reflective statement, describe the extent of your work within the collaborative group.

Artifacts might include, but are not limited to, the following:

- research papers
- reports of research conducted, including action research
- literature review and research design
- annotated bibliographies related to a literacy topic
- materials for a faculty/parent in-service or conference session
- program evaluation documents including recommendations for modifications
- case study reports including assessment information and intervention/corrective recommendations
- videotapes of presentations, assessment components
- analyses of commercially produced materials
- instructional materials you have developed
- collaboratively written documents (when paired with individual work addressing a competency)

## **Organization of the artifacts**

Three-hole punch all materials and compile in a binder so no items will be loose/lost. Create a Table of Contents that lists the titles of each professional competency and the artifacts you have included as evidence for each competency. Use section dividers and tabs so the beginning of each section is easily located and your materials are professionally presented.

Begin each section with a list of the artifacts presented as evidence of competence in this domain. Then write a reflective statement in which you analyze your own learning experiences in the program, your abilities, and your mastery level related to the elements of this domain. Examining your professor's comments on the product may guide this reflection.

Example of contents for one section with a reflective statement:

### **Section 1: Assessment and Instruction**

- A. A Case Study of a Second Grade Bilingual Student
- B. An Analysis of a Sixth-Grade Writing Assignment: Prompt and Student Work Samples

Reading Specialists must assess student skill levels and needs by both formal and informal means, then design appropriate instruction to address the student's weaknesses while building on strengths. This case study of a second grader conducted during Spring 2006 demonstrates my ability to conduct a comprehensive assessment, then to provide systematic tutoring to strengthen weak areas. Over tutoring sessions lasting 10 weeks, this student's reading comprehension increased ....

### **Submission of the portfolio**

The portfolio is submitted to the Program Coordinator, Dr. Connie White, in the Department of Elementary Education during the semester that your program coursework is to be completed. Faculty review takes a minimum of two weeks and the verification page is needed for your application for the Reading Certificate and/or the Reading and Language Arts Specialist Credential.

### **When improvements to the portfolio are required for successful completion of the program:**

If any competencies are deemed "partially met" or "not met," then you will need to follow the comments of the reviewers to strengthen your portfolio and resubmit. Make an appointment with the Program Coordinator to discuss the needed improvements and a timeline for re-submitting the portfolio.

**APPLICATION FOR ADMISSION**  
Michael D. Eisner • College of Education • Credential Office  
18111 Nordhoff St., Northridge CA 91330-8265

You are requesting admission to this credential program beginning in (semester) \_\_\_\_\_ (yr) \_\_\_\_\_

Mr. / Mrs. / Miss / Ms.

\_\_\_\_\_ LAST FIRST MIDDLE MAIDEN or OTHER

Address

\_\_\_\_\_ Number & Street City State Zip Code

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ CSUN Student Id # \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birth date \_\_\_\_\_

Do you currently hold a valid California Teaching credential? NO YES What type? \_\_\_\_\_

**PROGRAM YOU ARE APPLYING FOR: (You must hold a California Preliminary Credential)**

\_\_\_\_\_ **READING CERTIFICATE**

\_\_\_\_\_ **READING & LANGUAGE ARTS SPECIALIST**

**Which institution and state did you complete your Initial Teaching Training Program?**

\_\_\_\_\_ Institution State

Please list all the schools you have attended, including CSUN. Transcripts from institutions other than CSUN must be official. CSUN transcripts may be official or unofficial. Arrange for the transcripts to be sent directly to you by the institutions so that you can submit them as part of this package. (Attach sheet for additional institutions attended).

College/University Dates Degree

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You must read this form and sign below in order for the Credential Office to accept your application for admission.

**PERSONAL AND PROFESSIONAL FITNESS**

You must answer the question below with either "YES" or "NO." If either of the two events underlined in the question has occurred, your answer must be "YES". If either of the events occurred with subsequent court action sealing juvenile records under Penal Code Section 1203.34, the question may be answered "NO."

**Have you ever been convicted or plead nolo contendere for any violation of law other than minor traffic offenses?**

\_\_\_\_NO \_\_\_\_YES

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may previously have been sent. To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective November 19, 1974, all files maintained on a student are to be available for perusal by the student.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_