

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources

## Applying for an English Learner Authorization

In order to be considered appropriately credentialed, K-12 teachers who have not earned an English Learner authorization will want to apply for the initial issuance of the Emergency “Cross-cultural, Language and Academic Development” (CLAD) Permit. K-12 teachers are invited to visit Credentials, Contract and Compliance Services, located on the 15<sup>th</sup> floor of the Beaudry Building to apply for the document. A \$55 money order is required by the Commission on Teacher Credentialing (CTC) as the fee for the permit. In addition to completing the application forms, K-12 teachers are required to sign a Statement of Intent indicating that they understand the requirements, and are prepared to earn a CLAD Certificate.

Please review the following information carefully:

- A second Emergency CLAD permit may be issued when evidence is provided of passing a minimum of two sections of the “California Teacher of English Learner” (CTEL) Examination Tests 1, 2 or 3, or completing six semester units/*nine quarter* units of CTEL coursework. Teachers meeting this renewal requirement will be eligible for the final year of their Emergency CLAD permit. Original verification of passing scores, or form CL469 (if coursework completed) will be required at the time of renewal.
- Teachers who have successfully completed CTEL Tests 1, 2 and 3, are to bring their test results, along with a \$55 money order, to Credentials, Contract and Compliance Services in order to apply for their CLAD Certificate. Teachers who have completed the twelve semester units/*eighteen quarter* units of CTEL coursework must have their university/college apply for their CLAD Certificate. Once the document has posted on the CTC website at <https://teachercred.ctc.ca.gov>, teachers will want to forward a copy via email to [credentialsservices@lausd.net](mailto:credentialsservices@lausd.net) in order that it be registered with the District.

Universities/colleges that have been approved to offer CTEL courses may be accessed at [http://134.186.81.79/fmi/xsl/CTC\\_apm/recordlist](http://134.186.81.79/fmi/xsl/CTC_apm/recordlist). Information on universities that have partnered with the District to offer courses to teacher co-horts, can be accessed by going to [universitiesofferingCTELcoursework](http://universitiesofferingCTELcoursework). Information on the next CTEL examination is located at [www.ctel.nesinc.com](http://www.ctel.nesinc.com). Teachers interested in attending Los Angeles County Office of Education’s CTEL test preparation classes will want to go to [www.teachinla.com/mpvu/mpttp.html](http://www.teachinla.com/mpvu/mpttp.html). Information on online CTEL Test Preparation classes is available at <http://www.kdsi.org/LAUSD-CTEL>, for teachers wishing to consider this option.

K-12 teachers having additional questions regarding Emergency CLAD Permits should email [credentialsservices@lausd.net](mailto:credentialsservices@lausd.net), or call Credentials, Contract and Compliance Services at 213-241-6520, and ask to speak to their Credentials and Contract Assistant.