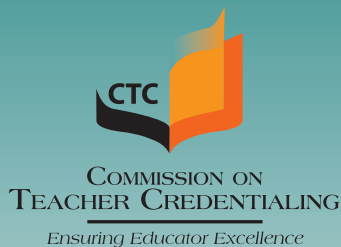


California Subject Examinations for Teachers®



2011–2012 REGISTRATION BULLETIN

Computer-based testing is available for some tests beginning in September 2011. See “Test Selection for Computer-Based Testing.”



Please note that changes to procedures and policies may occur during the program year.
Current information is available at www.ctcexams.nesinc.com

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CONTACT INFORMATION

If you have any questions, you may contact the following offices. In all correspondence, please include, or be prepared to provide, your full name, mailing address, telephone number, and social security number and the subtest(s) about which you are requesting information.

 If you have questions regarding:	 If you have questions regarding:
<ul style="list-style-type: none"> • Test registration • Administration procedures • Admission tickets • Score reports <p>Contact: The CSET Program</p> <p> www.ctcexams.nesinc.com</p> <p> CSET Program Evaluation Systems Pearson P.O. Box 340880 Sacramento, CA 95834-0880</p> <p> (800) 205-3334 or (916) 928-4003 9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays</p> <p>(Automated Information System available 24 hours daily)</p> <p>Fax: (866) 483-6460 or (916) 928-6110</p> <p>Teletypewriter (TTY): (866) 483-6461 or (916) 928-4191</p>	<ul style="list-style-type: none"> • Credentialing requirements • CSET policies <p>Contact a credential analyst at your California college, university, county office of education, or school district or submit your questions to:</p> <p>Commission on Teacher Credentialing (CTC)</p> <p> www.ctc.ca.gov</p> <p> State of California Commission on Teacher Credentialing Information Services 1900 Capitol Avenue Sacramento, CA 95811-4213</p> <p> If you have questions regarding credentialing requirements, submit your message by e-mail to credentials@ctc.ca.gov.</p> <p>If you have questions regarding specific test policies, submit your message by e-mail to exams@ctc.ca.gov.</p>
<p> If you have questions regarding:</p> <ul style="list-style-type: none"> • Scheduling computer-based testing appointments <p>Contact: Pearson VUE</p> <p> www.pearsonvue.com/cset/</p> <p> (800) 989-8532 5:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays</p>	

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ABOUT THE CSET

PROGRAM OVERVIEW

The California Subject Examinations for Teachers® (CSET®) have been developed by the California Commission on Teacher Credentialing (CTC) for prospective teachers who choose to or are required to meet specific requirements for certification by taking examinations. The CTC contracted the Evaluation Systems group of Pearson to assist in the development, administration, and scoring of the CSET. The CSET program includes examinations designed to help candidates meet the following certification requirements:

- **Basic skills requirement.** Candidates may satisfy all components of the state basic skills requirement by passing all three subtests of CSET: Multiple Subjects and the CSET: Writing Skills test.
- **Subject matter competence requirement.** All candidates who need to meet the subject matter competence requirement for a Multiple Subject Teaching Credential must earn passing scores on CSET: Multiple Subjects. Candidates applying for a Single Subject Teaching Credential or an Education Specialist Instruction Credential may pass the appropriate examination(s) of the CSET as one method of satisfying the subject matter competence requirement.
- **No Child Left Behind (NCLB) subject matter requirement.** For candidates who need to satisfy the NCLB subject matter requirement, candidates for a Multiple Subject Teaching Credential must use CSET: Multiple Subjects and candidates for a Single Subject Teaching Credential may use CSET: Single Subjects.
- **Educational technology requirement.** CSET: Preliminary Educational Technology is the current approved examination that is taken primarily by out-of-state credential candidates to fulfill the basic educational technology requirements for a Multiple or Single Subject Teaching Credential or an Education Specialist Instruction Credential.
- **Competence requirement for effective teaching of English Learners.** CSET: Languages Other Than English (LOTE) may be used in conjunction with other valid examinations to demonstrate competence in the knowledge and skill areas necessary for effective teaching of English Learners and for the purpose of earning a Bilingual Authorization. Specific CSET: LOTE subtests have replaced the Bilingual, Crosscultural, Language and Academic Development™ (BCLAD™) Examinations as the required credential tests for this purpose.

For more information about certification requirements and the examinations of the CSET, see "Certification Requirements."

Development of the Testing Program

The CTC and Evaluation Systems worked closely with California educators to design the CSET. Every decision reflected relevant goals pertinent to the requirement, including the following:

- To develop tests specifically for credential candidates based on the unique needs and requirements of California educators
- To develop subject matter requirements to guide both the credential program and the examinations
- To align tests with California K–12 Student Academic Content Standards and curriculum frameworks
- To assess basic skills that are necessary for performing the job of an educator
- To provide for the repeated and significant participation of California teachers and teacher educators throughout the test development process
- To prevent bias and ensure diversity in testing materials for the program

- To provide support materials to examinees to help them prepare for the tests and interpret their results
- To provide support materials to teacher preparation programs to help them relate test results to their instructional programs
- To develop tests that are equitable to all examinees
- To offer all examinees uniform and positive testing experiences
- To provide California state policymakers with information to guide program and policy modifications

About the Tests

The examinations of the CSET are criterion referenced. A criterion-referenced test is designed to measure an examinee's knowledge and skills in relation to an established standard rather than in relation to the performance of other examinees.

Each test in the program is designed to measure a specific set of knowledge and/or skills. For CSET: Multiple Subjects and CSET: Single Subjects, examination content is based on a set of content specifications reflecting the subject areas taught. For CSET: Writing Skills, examination content is based on the basic writing skills determined to be important for the job of an educator. For CSET: Preliminary Educational Technology, examination content is based on a set of subject matter requirements that specify the abilities needed to use computers in an educational setting. For CSET: LOTE Subtests IV and V (used toward a Bilingual Authorization), examination content is based on a set of knowledge, skills, and abilities considered important for teaching English Learners in their primary language. The sets of knowledge and/or skills for all examinations of the CSET were defined in conjunction with committees of California educators and approved by the CTC.

Test materials matched to these sets of knowledge and/or skills were developed using, in part, textbooks, California curriculum frameworks, California K–12 Student Academic Content Standards, teacher education curricula, and CTC program standards. The materials were developed through consultation with and approved by committees of California educators, teacher educators, and other content and assessment specialists. When appropriate, the examinations of the CSET are aligned with the California K–12 Student Academic Content Standards.

Description of the Tests

The CSET program includes the following categories of examinations. See "Test Selection" for a complete listing of tests. For detailed information about a specific examination, refer to the individual CSET test guides available on the CSET Web site (see "Preparing for the Tests" for more information about CSET test guides and study materials).

Examination Type	Examination Description
CSET: Multiple Subjects	CSET: Multiple Subjects consists of three separate subtests, each of which is composed of both multiple-choice and constructed-response questions.
CSET: Preliminary Educational Technology	CSET: Preliminary Educational Technology consists of two subtests, each of which is composed of both multiple-choice and constructed-response questions.
CSET: Writing Skills	CSET: Writing Skills is a single test that can only be used in combination with CSET: Multiple Subjects to satisfy the basic skills requirement. It consists of two constructed-response questions.
CSET: Single Subjects	The CSET: Single Subjects, including most of the CSET: Languages Other Than English (LOTE) (used toward the Single Subject Teaching Credential), each consist of two to four subtests. Most subtests contain both multiple-choice and constructed-response questions. In some cases, different numbers or combinations of subtests within an examination may be required for different teaching credentials or authorizations; see "Certification Requirements."
CSET: LOTE (used toward a Bilingual Authorization)	The CSET: LOTE (used toward a Bilingual Authorization) include a subtest that assesses the methodology of bilingual education, subtests that assess bilingual cultural knowledge, and subtests that assess language and communication skills. (The language and communication skills subtests that can be used toward a Bilingual Authorization are the same language and communication skills subtests that can be used toward a Single Subject Teaching Credential.) Some subtests contain both multiple-choice and constructed-response questions, while other subtests contain only multiple-choice questions or only constructed-response questions.
CSET: Mathematics Instruction Authorization Examination (MIAE)	The CSET: MIAE may be used to satisfy one of the entrance requirements for the Mathematics Instruction Added Authorization (MIAA), which will be issued to teachers who have had specific, in-depth training in the teaching of mathematics. Before taking the training, the teacher must verify a level of understanding in mathematics content, at either of the two levels, with the resulting MIAA restricted to math instruction at that level (see Coded Correspondence 11-05 at http://www.ctc.ca.gov/notices/coded/2011/1105.pdf).

All subtests may include some questions that will not count toward an examinee's score. These questions are placed on the test in order to collect information about how they will perform under actual testing conditions.

WHAT'S NEW IN 2011–2012?

Computer-Based Testing for Select Examinations

Beginning in September 2011, computer-based testing will be available for the following CSET examinations:

CSET: Multiple Subjects
CSET: Writing Skills

Paper-based administrations of CSET: Multiple Subjects and CSET: Writing Skills are no longer available.

Computer-based administrations of these tests are available by appointment, year-round, Monday through Saturday (excluding holidays), on a first-come, first-served basis. Computer-based testing will be offered at numerous test centers in California and at more than 225 test centers nationwide. Fees for computer-based testing differ from fees for paper-based testing.

A video and photo tour of the computer-based testing experience and a computer-based testing tutorial preview are available on the CSET Web site (see "Tutorials for Computer-Based Testing").

Registration for by-appointment, year-round, computer-based testing is now available on the Internet by selecting "Register Now" on the CSET Web site. You should try to register as early as possible before your desired test date as seating is limited.

Paper-Based Testing Sessions

All paper-based examinations (except CSET: American Sign Language) will be administered in a morning test session. For more information about test availability and reporting times, see "Test Selection."

Mathematics Instruction Authorization Examination

The state of California recently introduced a new authorization which a credentialed teacher may add called the Mathematics Instructional Added Authorization (MIAA). This authorization is obtained by completing an approved MIAA preparation program. The MIAA does not allow an individual to earn an initial teaching credential. Prior to admittance to a MIAA preparation program, the level of a candidate's mathematics content knowledge must be verified. Passage of the new Mathematics Instruction Authorization Examination (MIAE) is one option which approved MIAA programs may use to verify the candidate's level of mathematics content knowledge. The MIAE has two test options. The MIAE Pre-Algebra assesses content knowledge for the MIAA program that leads to a K–pre-Algebra authorization. The MIAE Algebra I assesses content knowledge for the MIAA program that leads to a K–Algebra I authorization.

The MIAE will be offered as a computer-based test (CBT) only. The examination will be offered by appointment, year-round, at Pearson Professional Centers (PPCs) nationwide. Scheduling is subject to seat availability at PPCs. Test appointments are accepted on a first-come, first-served basis. A standard calculator will be included in the test.

For more information, go to the MIAE Web site at www.cset.nesinc.com/miae/index.asp.

CERTIFICATION REQUIREMENTS

In California, a Single Subject Teaching Credential authorizes the holder to teach a specific subject in a departmentalized class (grades K–12); this credential is primarily used in middle and secondary schools (grades 7–12). A Multiple Subject Teaching Credential enables the holder to teach all subjects in a self-contained classroom (grades K–12); this credential is used primarily in elementary schools (grades K–6). An Education Specialist Instruction Credential authorizes the holder to teach students in grades K–12 with the specific disability or impairment noted on the document. The Bilingual Authorization is explained more fully later in this section.

Information about certification requirements is provided below in the following sections:

- Subject Matter Competence Requirement
- Basic Skills Requirement
- Multiple Subject Teaching Credential
- Single Subject Teaching Credential
- Education Specialist Instruction Credential
- No Child Left Behind Compliance
- Educational Technology Requirement
- Bilingual Authorization
- Mathematics Instructional Added Authorization
- Mathematics Instructional Leadership Specialist Credential

If you plan on fulfilling a requirement by passing one or more of the examinations of the CSET, please note that you may take an examination of CSET only if you have earned, at minimum, a high school diploma, a GED, or the equivalent, or if you are or have been a student taking courses for college credit pursuant to a career in education. If you are uncertain about your eligibility to test, please contact the CTC for approval to test.

Subject Matter Competence Requirement

To earn a Multiple Subject or Single Subject Teaching Credential or an Education Specialist Instruction Credential, as well as other credentials, it is necessary to verify your subject matter competence as a part of your teaching qualifications. Teacher candidates must fulfill this requirement before assuming whole-class instruction (student teaching) or becoming the teacher of record. For candidates who completed their teacher preparation program in another state, the subject matter competence requirement may also be met through other options; please contact the CTC for more information regarding these options.

Basic Skills Requirement

The California Education Code and Title 5 Regulations specify that in most cases applicants for any credential, certificate, or permit to serve in California public schools must verify basic skills proficiency before the credential, certificate, or permit will be issued. For Multiple Subject and Single Subject Teaching Credential candidates, the basic skills requirement must be met prior to being assigned daily responsibility for whole-class instruction in student teaching or serving as an intern.

Beginning in 2007, passage of SB 1209 (Chap. 517, Stats. 2006) made available multiple options for meeting the basic skills requirement. Passage of the California Basic Educational Skills Test™ (CBEST®) remains one of the options. As an added option, candidates who pass all three subtests of CSET: Multiple Subjects **AND** CSET: Writing Skills will be considered proficient in the basic skills of reading, writing, and mathematics and will not be required to take the CBEST to earn a teaching credential. On January 1, 2009, SB 1186 added two more options for satisfying the basic skills requirement. These are (1) passage of both the English and mathematics sections of the California State University (CSU) Early Assessment Program (EAP) and (2) passage of both the CSU Placement Examinations: English Placement Test (EPT) and the Entry-Level Mathematics Test (ELM). For more information regarding the basic skills requirement, including information regarding those trained outside of

California, see the CTC's Web site at www.ctc.ca.gov. The basic skills requirement may also be a condition of California employment and of program enrollment. Please contact the agency where you are considering employment or program enrollment for information.

Multiple Subject Teaching Credential

To earn a Multiple Subject Teaching Credential, all candidates who enrolled in a California multiple subject teacher preparation program on or after July 1, 2004, must pass a CTC-approved subject matter examination, currently CSET: Multiple Subjects (all three subtests). For more information about NCLB requirements, candidates are encouraged to consult with the credential analyst at their institution or with their employer.

Single Subject Teaching Credential

Candidates wishing to earn a Single Subject Teaching Credential may verify their subject matter competence in one of the following ways:

- By completing a CTC-approved subject matter preparation program or by completing Science (Specialized). For Science (Specialized), review the CTC's Coded Correspondence 03-0010, available from the CTC's Web site at www.ctc.ca.gov/notices/coded-2003.html.
- By passing the appropriate subject matter examination(s) and/or locally assessed proficiency assessment
- By verifying appropriate experience or education if trained in another state

One way to fulfill the subject matter competence requirement is to complete a subject matter preparation program or its equivalent at a California college or university. Only programs that have been evaluated and approved by the CTC fulfill this requirement. (The CTC has evaluated and approved numerous programs at over 70 accredited institutions as noted on the CTC Web site. Check with a credential analyst at one of these CTC-approved institutions to determine whether your educational experience satisfies its program requirements.)

Another way to verify your subject matter competence is to pass one or more of the subject matter examinations and/or locally assessed proficiency assessments adopted by the CTC. For the Single Subject Teaching Credential, you may pass the appropriate combination of subtests listed in the following table to verify your subject matter competence.

Credential Area	CSET Subtests Required
Agriculture	Agriculture Subtest I (172) Agriculture Subtest II (173) Agriculture Subtest III (174)
American Sign Language	American Sign Language Subtest I (186) American Sign Language Subtest II (187) American Sign Language Subtest III (188)
Arabic	Arabic Subtest I (192) Arabic Subtest II (193)
Armenian	Armenian Subtest I (194) Armenian Subtest II (195)
Art	Art Subtest I (140) Art Subtest II (141)
Biological Sciences (Specialized)	Science Subtest III: Biology/Life Science (120) Science Subtest IV: Biology/Life Science (Specialized) (124)

Credential Area	CSET Subtests Required
Business	Business Subtest I (175) Business Subtest II (176) Business Subtest III (177)
Cantonese	Cantonese Subtest I (202) Cantonese Subtest II (203) Cantonese Subtest III (204)
Chemistry (Specialized)	Science Subtest III: Chemistry (121) Science Subtest IV: Chemistry (Specialized) (125)
English	English Subtest I (105) English Subtest II (106) English Subtest III (107) English Subtest IV (108)
Farsi	Farsi Subtest I (196) Farsi Subtest II (197)
Filipino	Filipino Subtest I (190) Filipino Subtest II (191)
Foundational-Level General Science	Science Subtest I: General Science (118) Science Subtest II: General Science (119)
Foundational-Level Mathematics	Mathematics Subtest I (110) Mathematics Subtest II (111)
French	French Subtest I (148) French Subtest II (149) French Subtest III (150)
Geosciences (Specialized)	Science Subtest III: Earth and Planetary Science (122) Science Subtest IV: Earth and Planetary Science (Specialized) (126)
German	German Subtest I (151) German Subtest II (152) German Subtest III (153)
Health Science	Health Science Subtest I (178) Health Science Subtest II (179) Health Science Subtest III (180)
Hebrew*	Hebrew examination (301)
Hmong	Hmong Subtest I (198) Hmong Subtest II (199)
Home Economics	Home Economics Subtest I (181) Home Economics Subtest II (182) Home Economics Subtest III (183)
Industrial and Technology Education	Industrial and Technology Education Subtest I (184) Industrial and Technology Education Subtest II (185)
Italian*	Italian examination (303)
Japanese	Japanese Subtest I (157) Japanese Subtest II (158) Japanese Subtest III (159)
Khmer	Khmer Subtest I (200) Khmer Subtest II (201)

Credential Area	CSET Subtests Required
Korean	Korean Subtest I (160) Korean Subtest II (161) Korean Subtest III (162)
Mandarin	Mandarin Subtest I (163) Mandarin Subtest II (164) Mandarin Subtest III (165)
Mathematics	Mathematics Subtest I (110) Mathematics Subtest II (111) Mathematics Subtest III (112)
Music	Music Subtest I (136) Music Subtest II (137) Music Subtest III (138)
Physical Education	Physical Education Subtest I (129) Physical Education Subtest II (130) Physical Education Subtest III (131)
Physics (Specialized)	Science Subtest III: Physics (123) Science Subtest IV: Physics (Specialized) (127)
Portuguese*	Portuguese examination (302)
Punjabi	Punjabi Subtest I (166) Punjabi Subtest II (167) Punjabi Subtest III (168)
Russian	Russian Subtest I (154) Russian Subtest II (155) Russian Subtest III (156)
Science: Biological Sciences	Science Subtest I: General Science (118) Science Subtest II: General Science (119) Science Subtest III: Biology/Life Science (120)
Science: Chemistry	Science Subtest I: General Science (118) Science Subtest II: General Science (119) Science Subtest III: Chemistry (121)
Science: Geosciences	Science Subtest I: General Science (118) Science Subtest II: General Science (119) Science Subtest III: Earth and Planetary Science (122)
Science: Physics	Science Subtest I: General Science (118) Science Subtest II: General Science (119) Science Subtest III: Physics (123)
Social Science	Social Science Subtest I (114) Social Science Subtest II (115) Social Science Subtest III (116)
Spanish	Spanish Subtest I (145) Spanish Subtest II (146) Spanish Subtest III (147)
Vietnamese	Vietnamese Subtest I (169) Vietnamese Subtest II (170) Vietnamese Subtest III (171)
*Candidates for certification in this field must also pass the appropriate language assessment administered by a CTC-approved assessor agency.	

Passage of previously approved subject matter examinations (e.g., Single Subject Assessments for Teaching) may be used to satisfy the requirement only if the passing score was already used to earn California certification. Otherwise, passing the CSET in that subject area is required.

Education Specialist Instruction Credential

An individual may pass the approved examination(s) or complete an approved subject-matter program for the Single Subject Credential areas of teaching art, English, foreign language, mathematics including foundational-level mathematics, music, science including foundational-level and specialized science, and social science **or** the approved examination for the Multiple Subject Teaching Credential.

The exemption for holders of previously issued general education teaching credentials continues. Also individuals applying for an Early Childhood Education Specialist Credential are not required to complete the subject-matter competence requirement.

No Child Left Behind Compliance

In spring 2004 the California State Board of Education adopted regulations for the implementation of the federal No Child Left Behind Act (NCLB). These regulations require that elementary teachers who are "new to the profession" pass a CTC-approved subject matter examination. CSET: Multiple Subjects is the current CTC-approved elementary subject matter examination for the Multiple Subject Teaching Credential. Single Subject Teaching Credential candidates have two options to meet the NCLB requirement: completing a CTC-approved single subject matter preparation program or passing a CTC-approved subject matter examination, currently the CSET: Single Subjects. Recently, Education Specialist Instruction Credentials were also reviewed in conjunction with NCLB. Individuals applying for the preliminary must either satisfy elementary subject matter through an examination, currently the CSET: Multiple Subjects, or a core academic area by an approved subject-matter program or examination (see Coded Correspondence 11-04 at <http://www.ctc.ca.gov/notices/coded/2011/1104.pdf>).

Individuals who are seeking enrollment in or who are currently enrolled in Multiple Subject and/or Single Subject Teaching Credential and/or Education Specialist Instruction Credential programs are encouraged to discuss the NCLB subject matter requirement with the credential analyst at their institution. Individuals currently holding Multiple Subject or Single Subject Teaching or Education Specialist Instruction Credentials may contact their employer concerning NCLB subject matter compliance issues. For the most up-to-date information regarding the implementation of the federal NCLB teacher requirements for California, see the California Department of Education's Web site at www.cde.ca.gov.

Educational Technology Requirement

The Multiple Subject and Single Subject Teaching Credentials and Education Specialist Instruction Credentials require knowledge and skills in general and specialized uses of instructional technology in educational settings. CSET: Preliminary Educational Technology (test codes 133 and 134) is the current approved examination that is taken primarily by candidates who have completed a teacher preparation program outside of California.

Bilingual Authorization

California Education Code Sections 44253.3 and 44253.4 require the CTC to issue authorizations that allow the holder to provide specialized instruction to English Learners (EL). The new authorizations are the *Bilingual Authorization* and the *English Learner Authorization*.

About the Bilingual Authorization. With the implementation of Assembly Bill 1871, effective July 1, 2009, the Bilingual Authorization or Bilingual Emphasis will be added as appropriate to the selected valid prerequisite credential when minimum requirements have been met.

Below is the description of the new Bilingual Authorization. The scope and content for the Bilingual Authorization remain the same as for the BCLAD Certificate.

The Bilingual Authorization authorizes three services. The first two instructional services for English Learners listed below may be provided in the subjects, grade levels, and programs authorized by this prerequisite credential or permit:

1. Specially Designed Academic Instruction in English
2. Instruction for primary language development in the target language and content instruction delivered in the target language
3. Instruction for English Language Development (in grades 12 and below, including preschool, and in classes organized primarily for adults)

Bilingual Authorization also covers classes authorized by other valid, nonemergency credentials held, as specified in Education Code Section 44253.4.

Bilingual Authorizations are available for the following languages:

- Arabic
- Armenian
- Cantonese
- Farsi
- Filipino
- French
- German
- Hmong
- Japanese
- Khmer
- Korean
- Mandarin
- Portuguese (see "Requirements for a Bilingual Authorization in Portuguese")
- Punjabi
- Russian
- Spanish
- Vietnamese

About the English Learner Authorization. With the implementation of Assembly Bill 1871, effective July 1, 2009, either an English Learner authorization may be added to the selected valid prerequisite credential or a CLAD™ Certificate issued when minimum requirements have been met.

The English Learner Authorization and CLAD Certificate authorize two services.

1. Specially Designed Academic Instruction in English (in the subjects, grade levels, and programs authorized by the prerequisite credential or permit)
2. Instruction for English Language Development (in grades 12 and below, including preschool, and in classes organized primarily for adults)

The English Learner Authorization and CLAD Certificate also cover classes authorized by other valid, nonemergency credentials held, as specified in Education Code Section 44253.3.

For information about earning an English Learner Authorization or a CLAD Certificate, refer to the CTC's Web site at www.ctc.ca.gov.

Testing program transition information. Effective fall 2007, specific CSET: LOTE subtests replaced Tests 4, 5, and 6 of the BCLAD Examinations as the required assessments for individuals who wish to use the exam route to earn a Bilingual Authorization. Individuals who wish to use the exam route and have not yet passed any BCLAD test will need to take the appropriate CSET: LOTE subtests, as indicated in "Requirements for a Bilingual Authorization" below.

Candidates who have previously passed one or more tests of the BCLAD Examinations will be able to use their BCLAD Examinations scores within the applicable period of score validity to meet requirements for a Bilingual Authorization. The period of score validity for the BCLAD Examinations is seven years; the period of score validity for the examinations of the CSET is five years. Candidates may combine scores from the BCLAD Examinations and the CSET: LOTE as necessary to meet Bilingual Authorization requirements.

Candidates who have not yet passed one or more tests of the BCLAD Examinations must pass the appropriate CSET subtests as indicated in the table below.

BCLAD Test Not Yet Passed	CSET Subtest to Take
BCLAD Test 4: Methodology for Primary-Language Instruction	CSET: LOTE Subtest IV (250) (assesses the methodology of bilingual education)
BCLAD Test 5: The Culture of Emphasis	CSET: LOTE Subtest V (assesses bilingual cultural knowledge)
Armenian	CSET: Armenian Subtest V (252)
Chinese	CSET: Chinese Subtest V (253) (This test is for both the Cantonese and Mandarin authorizations.)
Filipino	CSET: Filipino Subtest V (255)
Hmong	CSET: Hmong Subtest V (259)
Khmer	CSET: Khmer Subtest V (261)
Korean	CSET: Korean Subtest V (262)
Latino	CSET: Spanish Subtest V (258)
Punjabi	CSET: Punjabi Subtest V (263)
Vietnamese	CSET: Vietnamese Subtest V (265)
BCLAD Test 6: The Language of Emphasis (Test 6 consists of four components: Listening, Reading, Speaking, and Writing. If you have passed some but not all four components, you must pass the entire CSET subtest.)	CSET: LOTE Subtest II or III (assesses language and communication skills)
Armenian	CSET: Armenian Subtest II (195)
Cantonese	CSET: Cantonese Subtest III (204)
Filipino	CSET: Filipino Subtest II (191)
Hmong	CSET: Hmong Subtest II (199)
Khmer	CSET: Khmer Subtest II (201)
Korean	CSET: Korean Subtest III (162)
Mandarin	CSET: Mandarin Subtest III (165)
Punjabi	CSET: Punjabi Subtest III (168)
Spanish	CSET: Spanish Subtest III (147)
Vietnamese	CSET: Vietnamese Subtest III (171)

For more information, refer to the CTC's Coded Correspondence 06-0024, available from the CTC's Web site at www.ctc.ca.gov/notices/coded-2006.html.

Requirements for a Bilingual Authorization. To earn a Bilingual Authorization, you must

1. have an appropriate prerequisite credential or permit;
2. satisfy one of the following:
 - o have passed within the last five years all three California Teacher of English Learners® (CTEL®) Examination subtests (see the CTEL Web site at www.ctcexams.nesinc.com)
 - o have passed within the last seven years CLAD/BCLAD Tests 1, 2, and 3 (these tests are no longer given)
 - o hold an LDS Certificate or a Multiple or Single Subject Teaching Credential with CLAD Emphasis
 - o hold or verify eligibility for a CLAD Certificate, a Multiple or Single Subject Teaching Credential with an English Learner Authorization, or an Education Specialist Teaching Credential with an English Learner Authorization
 - o completion of a CTC-approved CTEL program
3. have passing scores from within the last five years on the appropriate CSET subtests, as identified below (if you have already passed Test 4, 5, or 6 of the BCLAD Examinations, see the testing program transition information above); and
4. complete a CTC-approved Bilingual program.

The CSET subtests required for Bilingual Authorization candidates are listed by language in the table below.

- In all cases, the first subtest listed (either Subtest II or Subtest III, depending on the language) assesses language and communication skills. Please note that the language and communication skills subtest that can be used toward a Bilingual Authorization is the same language and communication skills subtest that can be used toward a Single Subject Teaching Credential in a language other than English.
- Subtest IV does not focus on any specific language (the same test applies to all languages) and assesses the methodology of bilingual education.
- Subtest V assesses bilingual cultural knowledge (the same test is used for Cantonese and Mandarin).

Bilingual Authorization Area	CSET Subtests Required
Arabic	Arabic Subtest II* (193) LOTE Subtest IV (250) Arabic Subtest V (251)
Armenian	Armenian Subtest II* (195) LOTE Subtest IV (250) Armenian Subtest V (252)
Cantonese	Cantonese Subtest III* (204) LOTE Subtest IV (250) Chinese Subtest V (253)
Farsi	Farsi Subtest II* (197) LOTE Subtest IV (250) Farsi Subtest V (254)
Filipino	Filipino Subtest II* (191) LOTE Subtest IV (250) Filipino Subtest V (255)
French	French Subtest III* (150) LOTE Subtest IV (250) French Subtest V (256)

Bilingual Authorization Area	CSET Subtests Required
German	German Subtest III* (153) LOTE Subtest IV (250) German Subtest V (257)
Hmong	Hmong Subtest II* (199) LOTE Subtest IV (250) Hmong Subtest V (259)
Japanese	Japanese Subtest III* (159) LOTE Subtest IV (250) Japanese Subtest V (260)
Khmer	Khmer Subtest II* (201) LOTE Subtest IV (250) Khmer Subtest V (261)
Korean	Korean Subtest III* (162) LOTE Subtest IV (250) Korean Subtest V (262)
Mandarin	Mandarin Subtest III* (165) LOTE Subtest IV (250) Chinese Subtest V (253)
Punjabi	Punjabi Subtest III* (168) LOTE Subtest IV (250) Punjabi Subtest V (263)
Russian	Russian Subtest III* (156) LOTE Subtest IV (250) Russian Subtest V (264)
Spanish	Spanish Subtest III* (147) LOTE Subtest IV (250) Spanish Subtest V (258)
Vietnamese	Vietnamese Subtest III* (171) LOTE Subtest IV (250) Vietnamese Subtest V (265)
<p>*For Bilingual Authorization only, passage of this subtest is not required if (1) you hold a valid, nonemergency Single Subject or Standard Secondary Teaching Credential with a major in the language authorized by the Bilingual Authorization you are seeking or (2) you hold a three-year or higher degree from a foreign institution in which all instruction is delivered in the language authorized by the Bilingual Authorization you are seeking and the institution is equivalent in status to a regionally accredited institution of higher education in the United States.</p>	

Requirements for a Bilingual Authorization in Portuguese. To earn a Bilingual Authorization in Portuguese, you must

1. have an appropriate prerequisite credential or permit;
2. satisfy one of the following:
 - have passed within the last five years all three California Teacher of English Learners (CTEL) Examination subtests (see the CTEL Web site at www.ctcexams.nesinc.com);
 - have passed within the last seven years CLAD/BCLAD Tests 1, 2, and 3 (these tests are no longer given);
 - hold an LDS Certificate or a Multiple or Single Subject Teaching Credential with CLAD Emphasis;
 - hold or verify eligibility for a CLAD Certificate, a Multiple or Single Subject Teaching Credential with an English Learner Authorization, or an Education Specialist Instruction Credential with an English Learner Authorization;
 - completion of a CTC-approved CTEL program;
3. have passing scores from within the last five years on CSET: LOTE Subtest IV or from within the last seven years on BCLAD Test 4 (this test is no longer given);
4. have passing scores from within the last seven years on the two Portuguese culture and language tests previously administered by the Merced County Office of Education. California State University Stanislaus is now the approved assessor agency for Portuguese. For information about test dates and registration for the Portuguese culture and the language assessments, contact:

Elman Costa, Ed.D.
Center for Portuguese Studies
California State University Stanislaus
One University Circle
Turlock, CA 95382

E-mail: ecosta@csustan.edu
Phone: (209) 667-3638
Fax: (209) 664-7132

5. complete a CTC-approved Bilingual program.

Mathematics Instructional Added Authorization and the Mathematics Instructional Leadership Specialist Credential

A Mathematics Instructional Added Authorization (MIAA) or Mathematics Instructional Leadership Specialist Credential (MILSC) will be issued to teachers who have had specific, in-depth training in the teaching of mathematics. Before taking the training, teachers may verify knowledge of mathematics content, at either of two levels, with the resulting certification restricted to math instruction at that level. Passage of the appropriate subtest of the Mathematics Instruction Authorization Examination (MIAE) will satisfy this entrance requirement.

CSET PASSING REQUIREMENTS

To pass an examination of the CSET, you must earn a passing score on each of the examination's required subtests, which are listed in "Certification Requirements." Each CSET subtest is scored separately. For each CSET subtest, an individual's performance is evaluated against an established standard. The passing score for each subtest was established by the CTC based on the professional judgments and recommendations of California educators. Passing status is determined on the basis of total subtest performance. The total subtest score is based on the number of raw score points earned on each section (multiple-choice section and/or constructed-response section), the weighting of each section, and the scaling of that score. Raw scores are converted to a scale of 100 to 300, with the scaled score of 220 representing the minimum passing score.

A passing score on a CSET subtest must be achieved at a single CSET administration; performance on sections of subtests cannot be combined across administrations. Once you pass a subtest, you do not have to take that subtest again as long as you use the score to earn certification within five years of the test date on which it was achieved.

Examinees seeking to satisfy the basic skills requirement using the CSET must obtain passing scores on all three subtests of CSET: Multiple Subjects and a passing score on CSET: Writing Skills. Passing scores on CSET: Multiple Subjects and CSET: Writing Skills may be used indefinitely to satisfy the basic skills requirement. To satisfy the subject matter requirement, a passing score on each of the subtests of CSET: Multiple Subjects must be used toward certification within five years of the test date on which it was achieved.

Examinees registered for CSET: Art Subtest II are required to submit photographs of their artwork at the test site when they sign in to take the test. The CTC requires that examinees submit six photographs in order for CSET: Art Subtest II to be scored. If one or more of your photographs do not meet the requirements specified in the CSET: Art Subtest II Portfolio Procedures Manual, you will receive a rating of "Unscorable" on the portfolio component written assignment(s). If one or more of your written assignments are rated as "Unscorable," you may not receive a passing score on the subtest and may need to retake it. Furthermore, if you do not submit six photographs at the administration (as described in the CSET: Art Subtest II Portfolio Procedures Manual), you will not have satisfied the CSET: Art Subtest II testing requirements; you will not pass the subtest; and you will need to retake the entire subtest. For more information about the examination, refer to the Art test information table in "Test Selection."

Examinees registered for CSET: Music Subtest II are required to submit video-recorded materials at the test site when they sign in to take the multiple-choice section of the test. The CTC requires that examinees submit two video recordings in order for CSET: Music Subtest II to be scored. You are required to submit two video recordings of yourself performing the assigned selections designated for the test date. If one or both of your submitted video recordings do not meet the requirements specified in the CSET: Music Subtest II Video Performance Procedures Manual, you will receive a rating of "Unscorable" on the assignment(s). If your video recordings are rated as "Unscorable," you may not receive a passing score on the subtest and may need to retake it. Furthermore, if you do not submit two video recordings at the administration, or if one or both of your submitted video recordings do not contain audio and video within the first three minutes, you will not have satisfied the CSET: Music Subtest II testing requirements; you will not pass the subtest; and you will need to retake the entire subtest. For more information about the examination, refer to the Music test information table in "Test Selection."

Retaking the CSET

If you do not pass one or more subtests, you may register for and retake the subtests that you have not passed. There is no limit to the number of times you may take any subtest that you have not passed; however, each time you retake one or more subtests, you must re-register. Please note that you must wait at least 45 calendar days before retaking a computer-based test.

Passing scores must be applied toward California certification within five (5) years of the test date.

CSET: MATHEMATICS INSTRUCTION AUTHORIZATION EXAMINATION (MIAE)

The state of California recently introduced a new authorization called Mathematics Instructional Added Authorization (MIAA) as a prerequisite for acceptance into educator preparation programs. The new Mathematics Instruction Authorization Examination (MIAE), which tests for mid-level mathematics knowledge, has two test options. The MIAE Pre-Algebra assesses content knowledge for a K–7 authorization. The MIAE Algebra I assesses content knowledge for a K–Algebra I authorization. For more information, go to the MIAE Web site at www.cset.nesinc.com/miae/index.asp.

PREPARING FOR THE TESTS

CSET Test Guides

You may view or download test guides for all examinations of the CSET on the CSET Web site by selecting "Test Guides." CSET test guides are free of charge and are available only in electronic form on the CSET Web site.

CSET test guides were developed in consultation with California teacher educators. Each test guide contains applicable subject matter requirements or Knowledge, Skills, and Abilities; information about examination and subtest structure; scoring scales; sample test questions; annotated responses to multiple-choice questions; sample responses to constructed-response questions; and other useful information about the examination. The CSET: Writing Skills, CSET: Preliminary Educational Technology, and CSET: LOTE Subtests IV and V test guides provide similar information.

Most test guides also contain an annotated list of resources recommended by California teacher educators in CTC-approved teacher preparation programs, which you can use to prepare for the examinations. This list includes authors, titles, publishers, and publication dates of materials that are related to the scope and content of the test, including textbooks, journal articles, research summaries, state policy documents, and other relevant materials.

CSET: Multiple Subjects Practice Test

You may download a practice test for CSET: Multiple Subjects on the CSET Web site by selecting "CSET: Multiple Subjects Practice Test." The practice test is available free of charge. The CSET: Multiple Subjects Practice Test is an interactive computer program that contains practice test forms for CSET: Multiple Subjects Subtests I, II, and III (test codes 101, 102, and 103, respectively). The program includes instructions on how to use and navigate through the practice test, a full-length practice test form for each CSET: Multiple Subjects subtest, and scoring of the multiple-choice section of each subtest. If you do not wish to or are not able to download this program, you can print a paper version of the practice test from the CSET Web site.

Tutorials for Computer-Based Testing

CBT Tutorial Preview. Candidates taking CSET computer-based tests are given an on-screen tutorial at the test center before taking the test. The tutorial demonstrates how to navigate through the test, how to indicate answers, and how to use the features of a computer-based test. A tutorial preview that provides sample screens from this tutorial is available by selecting "Tutorials for Computer-Based Testing" on the CSET Web site.

Pearson Professional Centers Tour. The Pearson Professional Centers Tour gives candidates taking CSET computer-based tests a virtual tour of a Pearson Professional Center. It includes a video and floorplan to help acquaint the candidate with the Pearson Professional Centers testing experience. Select "Tutorials for Computer-Based Testing" on the CSET Web site to view this tour.

On-Screen Calculator Preview. An on-screen calculator is available for candidates taking CSET: Multiple Subjects Subtest II on computer. Select "Tutorials for Computer-Based Testing" on the CSET Web site for more information about how to use the on-screen calculator.



BEFORE YOU REGISTER

REGISTRATION CHECKLIST

Use this checklist to help gather the information that you need to register for the CSET.

1. Review your registration options.	
Task	Refer to:
Select the subtest(s) you want to take.	"Test Selection"
Select a test date.	"Test Dates"
Select a test area.	"Test Areas"
Select the educational institution(s) to receive your test results (optional).	"Institution Codes"
For paper-based testing, select a registration method—Internet or telephone. If you are required to register by mail, see "U.S. Mail Registration." Registration for computer-based testing is available online only. See "Internet Registration for Computer-Based Testing."	"Registration Options"
2. Prepare your payment.	
Payment must be made by credit, debit, or check card (VISA or MasterCard only), as described in "Test Fees and Payment Policies."	
3. Gather the personal information you need to register.	
When you register for the CSET, you will be asked to provide the following information:	
<ul style="list-style-type: none"> • Name (use your legal name that appears on your government-issued identification) • Address • Daytime telephone number (required for Internet registration) • U.S. social security number (required for Internet registration) • Date of birth (required to access your unofficial test results on the Internet) • Ethnicity (optional) • Gender (optional) • E-mail address (required for Internet registration only) 	
Your test results will be provided to the CTC according to your social security number and your date of birth. Failure to provide this information correctly during registration may delay or jeopardize the issuance of a credential to you.	
4. Review the background questions.	
When you register for the CSET, you will be asked to answer some background questions. Refer to "Background Questions" to prepare answers to the questions you will be asked during registration.	
5. Review the Rules of Test Participation.	
Before you register, you must read and agree to abide by the policies stated in "Compliance with Testing Rules," including the Rules of Test Participation, and all procedures and policies contained in the 2011–2012 CSET Registration Bulletin.	

ABOUT MY ACCOUNT

My Account is a password-protected personal account system that provides you a single point of entry to online services across the following California educator credentialing examinations: CBEST, CPACE, CSET, CTEL, MIAE, and RICA. By creating an account, you will have access to registration and score-reporting services, as indicated by the My Account menu, shown below.

CTC CALIFORNIA
Educator Credentialing Examinations

Home ▾ Test Registration ▾ After You Register ▾ Personal Information ▾ Log Out

Home > My Account Home

Welcome, *Sample* ID Number: 99999999

Test Registration Register to Test View Registrations	After You Register Confirm or Modify a Registration Request Admission Ticket View Testing History	Personal Information View Your Information Update Your Information Change Your Password View Financial Status
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Create an Account

If you have already created an account through the CBEST, CPACE, CTEL, MIAE, or RICA Web site, you do not need to create a new account through the CSET Web site. You may create an account on the CSET Web site whenever it is convenient for you to do so. Or, when you access online test and registration services, you will be prompted to create an account. When you create an account, you will choose a username and password and you will be asked to enter personal information, such as your address. Once you have created an account, you will not need to re-enter your personal information each time you register for a test.

Access Your Account

You may log in to your account from the CSET Web site at any time. Or, when you access online test and registration services such as "Register Now," "Confirm or Modify Registration," or "My Admission Ticket," you will be prompted to log in to your account. Once logged in, you will have access to test, registration, and score-reporting services.

Manage Your Account

You may log in to your account from the CSET Web site at any time to change your password or update your personal or contact information, including your e-mail address, telephone number, or mailing address (to update your name or social security number, contact the CSET program at (800) 205-3334). You can manage your account when it is convenient for you to do so, 24 hours a day, 7 days a week.

TEST SELECTION FOR PAPER-BASED TESTING

Examinations of the CSET are administered in a morning test session that is five hours in length. The session has a reporting time of 7:30 a.m. and ends at approximately 1:15 p.m. (CSET: American Sign Language is scheduled differently than the other examinations; see the American Sign Language test information table that follows for additional information.) Test session reporting times may vary for test sites outside California and for alternative test dates.

On the same test date, you may register for the following:

- Up to three subtests within a single examination, or
- Up to four English subtests, or
- Up to three subtests from different examinations may be taken together only if each of the selected subtests is in English, Mathematics, Science, Science (Specialized), or Social Science.

Refer to the test information tables that follow for information about test availability for each subtest.

In all instances, it is the responsibility of the examinee to register for the correct subtests. If you are not sure which subtest(s) to register for, please see the CTC's Web site at www.ctc.ca.gov for information on fulfilling subject matter requirements by examination.

The test information tables below provide information about test date and test area availability for each examination of the CSET, including the following:

- CSET: Languages Other Than English (used toward a Bilingual Authorization)
- CSET: Preliminary Educational Technology
- CSET: Single Subjects, including CSET: Languages Other Than English (used toward the Single Subject Teaching Credential)

Further information about the following is also provided in the sections below:

- Scientific calculators
- Approved graphing calculators

CSET: Languages Other Than English (used toward a Bilingual Authorization)

Languages Other Than English (used toward a Bilingual Authorization)		
Arabic, Armenian, Farsi, Filipino, Hmong, and Khmer		
Subtest	Domains	Test Availability
II	Language and Communication: Listening Comprehension Language and Communication: Reading Comprehension Language and Communication: Written Expression Language and Communication: Oral Expression	November and May test dates Selected test areas (see "Test Areas")
IV	Bilingual Education and Bilingualism Intercultural Communication Instruction and Assessment	All test dates Selected test areas (see "Test Areas")
V	Geographic and Historical Contexts Sociopolitical and Sociocultural Contexts	November and May test dates Selected test areas (see "Test Areas")
<p>Important notes: Subtest II includes written, spoken, and listening constructed-response items. Because Subtest II includes recorded components, examinees who arrive late will not be admitted. Note that this Subtest II is the same Subtest II used to obtain a Single Subject Teaching Credential.</p> <p>For test code information for each language, refer to "Certification Requirements."</p>		

Languages Other Than English (used toward a Bilingual Authorization)		
German, Japanese, Punjabi, Russian, and Vietnamese		
Subtest	Domains	Test Availability
III	Language and Communication: Listening Comprehension Language and Communication: Reading Comprehension Language and Communication: Written Expression Language and Communication: Oral Expression	November and May test dates Selected test areas (see "Test Areas")
IV	Bilingual Education and Bilingualism Intercultural Communication Instruction and Assessment	All test dates Selected test areas (see "Test Areas")
V	Geographic and Historical Contexts Sociopolitical and Sociocultural Contexts	November and May test dates Selected test areas (see "Test Areas")
<p>Important notes: Subtest III includes written, spoken, and listening constructed-response items as well as a listening multiple-choice component. Because Subtest III includes recorded components, examinees who arrive late will not be admitted. Note that this Subtest III is the same Subtest III used to obtain a Single Subject Teaching Credential.</p> <p>For test code information for each language, refer to "Certification Requirements."</p>		

Languages Other Than English (used toward a Bilingual Authorization)		
Cantonese, French, Korean, Mandarin, and Spanish		
Subtest	Domains	Test Availability
III	Language and Communication: Listening Comprehension Language and Communication: Reading Comprehension Language and Communication: Written Expression Language and Communication: Oral Expression	September, January, March, and May test dates (Spanish is offered on all test dates) Selected test areas (see "Test Areas")
IV	Bilingual Education and Bilingualism Intercultural Communication Instruction and Assessment	All test dates Selected test areas (see "Test Areas")
V	Geographic and Historical Contexts Sociopolitical and Sociocultural Contexts	September, January, March, and May test dates (Spanish is offered on all test dates) Selected test areas (see "Test Areas")
<p>Important notes: Subtest III includes written, spoken, and listening constructed-response items as well as a listening multiple-choice component. Because Subtest III includes recorded components, examinees who arrive late will not be admitted. Note that this Subtest III is the same Subtest III used to obtain a Single Subject Teaching Credential.</p> <p>For test code information for each language, refer to "Certification Requirements."</p>		

CSET: Preliminary Educational Technology

Preliminary Educational Technology		
Subtest (test code)	Domains	Test Availability
I (133)	Basic Operations, Concepts, and Issues of Computer-Based Technology Productivity Applications of Computer-Based Technology	September, January, March, and May test dates All test areas
II (134)	Teaching and Learning Applications of Computer-Based Technology	

CSET: Single Subjects

Agriculture		
Subtest (test code)	Domains	Test Availability
I (172)	Plant and Soil Science Ornamental Horticulture	September, January, March, and May test dates All test areas
II (173)	Animal Science Environmental Science and Natural Resource Management	
III (174)	Agricultural Business and Economics Agricultural Systems Technology	

Art		
Subtest (test code)	Domains	Test Availability
I (140)	Artistic Perception Historical and Cultural Context of the Visual Arts Aesthetic Valuing	September, January, March, and May test dates Selected test areas (see "Test Areas")
II (141)	Creative Expression Connections, Relationships, and Applications History and Theories of Learning in Art	

Important note: Subtest II requires the submission of photographs of examinee artwork at the test site. To allow sufficient time for examinees to prepare photographic material, the registration deadline for this subtest is the regular registration deadline (late and emergency registration are not available for Subtest II). After registering for Subtest II, examinees will receive an instruction packet, including a procedures manual, describing the process and requirements for preparing materials for submission at the site on the day of the test. The instruction packet will be sent by U.S. mail approximately one week following the regular registration deadline. If you registered for Subtest II and have not received your instruction packet by two weeks prior to the test date, contact Evaluation Systems. For additional information about the submission of photographs of artwork for Subtest II, please refer to the CSET: Art test guide on the CSET Web site by selecting "Test Guides."

Business		
Subtest (test code)	Domains	Test Availability
I (175)	Business Management Marketing	September, January, March, and May test dates All test areas
II (176)	Accounting and Finance Economics	
III (177)	Information Technology Business Environment and Communication	

English		
Subtest (test code)	Domains	Test Availability
I (105)	Literature and Textual Analysis Composition and Rhetoric	All test dates All test areas
II (106)	Language, Linguistics, and Literacy	
III (107)	Composition and Rhetoric Literature and Textual Analysis	
IV (108)	Communications: Speech, Media, and Creative Performance	

Important note: Subtest I is a multiple-choice test that covers the two domains listed. Subtest III is a constructed-response test that covers the same domains.

Foundational-Level General Science (also see "Science" and "Science [Specialized]")		
Subtest (test code)	Domains	Test Availability
I (118)	General Science: Astronomy Dynamic Processes of the Earth Earth Resources Waves Forces and Motion Electricity and Magnetism	All test dates All test areas
II (119)	General Science: Ecology Genetics and Evolution Molecular Biology and Biochemistry Cell and Organismal Biology Heat Transfer and Thermodynamics Structure and Properties of Matter	
<p>Important notes: A Single Subject Teaching Credential in Foundational-Level General Science authorizes teaching only in general, introductory, and integrated science (integrated science through Grade 8 only).</p> <p>A scientific calculator will be provided to examinees for CSET: Science subtests (see "Scientific Calculators" following these test information tables for detailed information).</p>		

Foundational-Level Mathematics (also see "Mathematics")		
Subtest (test code)	Domains	Test Availability
I (110)	Algebra Number Theory	All test dates All test areas
II (111)	Geometry Probability and Statistics	
<p>Important notes: A Single Subject Teaching Credential in Foundational-Level Mathematics authorizes teaching only in limited mathematics content areas: general mathematics, algebra, geometry, probability and statistics, and consumer mathematics.</p> <p>A graphing calculator will be allowed for Subtest II only (see "Approved Graphing Calculators" following these test information tables for detailed information). Examinees must bring their own graphing calculator to the test administration, and it must be one of the approved models listed. On the day of the test, Mathematics Subtest II will be administered first and other CSET subtests for which an examinee is registered will be distributed after the examinee completes Mathematics Subtest II.</p>		

Health Science		
Subtest (test code)	Domains	Test Availability
I (178)	Foundations of Health Education Human Growth and Development Chronic and Communicable Diseases	September, January, March, and May test dates All test areas
II (179)	Nutrition and Fitness Mental and Emotional Health Alcohol, Tobacco, and Other Drugs	
III (180)	Family Life and Interpersonal Relationships Consumer and Community Health Environmental Health	

Home Economics		
Subtest (test code)	Domains	Test Availability
I (181)	Personal, Family, and Child Development	September, January, March, and May test dates All test areas
II (182)	Nutrition, Foods, and Hospitality	
III (183)	Fashion and Textiles Housing and Interior Design Consumer Education	

Industrial and Technology Education		
Subtest (test code)	Domains	Test Availability
I (184)	Nature of Technology	September, January, March, and May test dates All test areas
II (185)	Power and Energy Information and Communication Project and Product Development	

Languages Other Than English (used toward the Single Subject Teaching Credential)		
American Sign Language (ASL)		
Subtest (test code)	Domains	Test Availability
I (186)	Literary and Cultural Texts and Traditions Cultural Analysis and Comparisons	Test sessions scheduled throughout the testing day (see note below)
II (187)	General Linguistics Linguistics of the Target Language—American Sign Language (Language Structures; Contrastive Analysis; Sociolinguistics and Pragmatics)	November and May test dates Two test areas: ASL Northern California and ASL Southern California (see note below)
III (188)	Linguistics of the Target Language—American Sign Language (Error Analysis) Language and Communication: Receptive Comprehension Language and Communication: Expressive Production	

Important notes:

- Depending on the subtests selected during registration, each examinee is assigned to one or more test sessions that are scheduled throughout the testing day. After registering, each examinee will receive an admission ticket that provides his or her session assignment(s) and exact reporting time(s). Because of space limitations at these test areas, examinees are encouraged to register early. If a test area is no longer available when a registration is submitted, that examinee may be assigned to test on a day other than the Saturday test date.
- The test site in the ASL Northern California test area will typically be in the Sacramento/San Francisco vicinity. The test site in the ASL Southern California test area will typically be in the Los Angeles/San Diego vicinity.
- The registration deadline for CSET: American Sign Language subtests is the regular registration deadline. Late and emergency registration services are not available for these subtests.
- Subtests I and III are administered in an individualized setting and include videotaped components that require examinees to view video excerpts and respond in ASL and/or written English. Since some responses are videotaped, it is recommended that you wear solid-colored professional attire that contrasts with your skin tone. Avoid wearing black, white, or red clothing. If possible, avoid clothing with prints and stripes; they will affect the clarity of your videotaped responses and may interfere with the scorers' ability to see your signs. On the day of the test, it is your responsibility to wear clothing that provides the best background upon which to demonstrate your ASL communication ability.
- Subtest II is administered in a group setting and includes videotaped constructed-response components that require examinees to view video excerpts and respond in written English. Because Subtest II includes recorded components, examinees who arrive late will not be admitted.
- Examinees who register for any CSET: American Sign Language subtests may not register for any other CSET subtests on the same test date.
- For additional information about CSET: American Sign Language subtests, please refer to the CSET: American Sign Language test guide on the CSET Web site by selecting "Test Guides."
- If you require a sign language interpreter on the day of the test, you must complete an Alternative Testing Arrangements Request Form for Paper-Based Testing and submit it by the regular registration deadline.

Languages Other Than English (used toward the Single Subject Teaching Credential)		
Arabic, Armenian, Farsi, Filipino, Hmong, and Khmer		
Subtest	Domains	Test Availability
I	General Linguistics Linguistics of the Target Language Literary and Cultural Texts and Traditions Cultural Analysis and Comparisons	November and May test dates Selected test areas (see "Test Areas")
II	Language and Communication: Listening Comprehension Language and Communication: Reading Comprehension Language and Communication: Written Expression Language and Communication: Oral Expression	
<p>Important notes: Subtest II includes written, spoken, and listening constructed-response items. Because Subtest II includes recorded components, examinees who arrive late will not be admitted.</p> <p>For test code information for each language, refer to "Certification Requirements."</p>		

Languages Other Than English (used toward the Single Subject Teaching Credential)		
German, Japanese, Punjabi, Russian, and Vietnamese		
Subtest	Domains	Test Availability
I	General Linguistics Linguistics of the Target Language	November and May test dates Selected test areas (see "Test Areas")
II	Literary and Cultural Texts and Traditions Cultural Analysis and Comparisons	
III	Language and Communication: Listening Comprehension Language and Communication: Reading Comprehension Language and Communication: Written Expression Language and Communication: Oral Expression	
<p>Important notes: Subtest III includes written, spoken, and listening constructed-response items as well as a listening multiple-choice component. Because Subtest III includes recorded components, examinees who arrive late will not be admitted.</p> <p>For test code information for each language, refer to "Certification Requirements."</p>		

Languages Other Than English (used toward the Single Subject Teaching Credential)		
Cantonese, French, Korean, Mandarin, and Spanish		
Subtest	Domains	Test Availability
I	General Linguistics Linguistics of the Target Language	September, January, March, and May test dates (Spanish is offered on all test dates) Selected test areas (see "Test Areas")
II	Literary and Cultural Texts and Traditions Cultural Analysis and Comparisons	
III	Language and Communication: Listening Comprehension Language and Communication: Reading Comprehension Language and Communication: Written Expression Language and Communication: Oral Expression	
<p>Important notes: Subtest III includes written, spoken, and listening constructed-response items as well as a listening multiple-choice component. Because Subtest III includes recorded components, examinees who arrive late will not be admitted.</p> <p>For test code information for each language, refer to "Certification Requirements."</p>		

Languages Other Than English (used toward the Single Subject Teaching Credential)		
Hebrew, Italian, and Portuguese		
Test Code	Domains	Test Availability
For test code information for each language, refer to "Certification Requirements."	General Linguistics Linguistics of the Target Language Literary and Cultural Texts and Traditions Cultural Analysis and Comparisons	November and May test dates Selected test areas (see "Test Areas")
<p>Important notes:</p> <ul style="list-style-type: none"> The registration deadline is the regular registration deadline. Late and emergency registration services are not available for these tests. Candidates must also meet the language and communication skills requirements for certification. Please refer to the Verifying Subject Matter Competence by Examination (Single Subject) leaflet, CL-674S, at the CTC's Web site, www.ctc.ca.gov. 		

Mathematics (also see "Foundational-Level Mathematics")		
Subtest (test code)	Domains	Test Availability
I (110)	Algebra Number Theory	All test dates All test areas
II (111)	Geometry Probability and Statistics	
III (112)	Calculus History of Mathematics	
<p>Important notes: A Single Subject Teaching Credential in Mathematics authorizes teaching all mathematics coursework.</p> <p>A graphing calculator will be allowed for Subtest II only (see "Approved Graphing Calculators" following these test information tables for detailed information). Examinees must bring their own graphing calculator to the test administration, and it must be one of the approved models listed. On the day of the test, Mathematics Subtest II will be administered first and other CSET subtests for which an examinee is registered will be distributed after the examinee completes Mathematics Subtest II.</p>		

Music		
Subtest (test code)	Domains	Test Availability
I (136)	Artistic Perception Historical and Cultural Foundations Aesthetic Valuing	September, January, March, and May test dates Selected test areas (see "Test Areas")
II (137)	Creative Expression Connections, Relationships, and Applications	
III (138)	Music Methodology and Repertoire	
<p>Important notes: Subtest II consists of two sections: (1) a multiple-choice section, presented in the test booklet provided on the day of the test administration for which you register, and (2) a video performance component. The video-recorded material for the video performance component must be submitted at the test site on the test date for which you are registered. To allow sufficient time for examinees to prepare video-recorded material, the registration deadline for this subtest is the regular registration deadline (late and emergency registration are not available for Subtest II). After registering for Subtest II, examinees will receive an instruction packet, including a procedures manual, describing the process and requirements for preparing materials for submission at the site on the day of the test. The instruction packet will be sent by U.S. mail approximately one week following the regular registration deadline. If you registered for Subtest II and have not received your instruction packet by two weeks prior to the test date, contact Evaluation Systems. For additional information about the submission of video-recorded material for Subtest II, please refer to the CSET: Music test guide on the CSET Web site by selecting "Test Guides."</p> <p>Subtest I includes recorded components; examinees who arrive late will not be admitted.</p>		

Physical Education		
Subtest (test code)	Domains	Test Availability
I (129)	Growth, Motor Development, and Motor Learning The Science of Human Movement	September, January, March, and May test dates Selected test areas (see "Test Areas")
II (130)	The Sociology and Psychology of Human Movement Movement Concepts and Forms Assessment and Evaluation Principles	
III (131)	Professional Foundations Integration of Concepts	
<p>Important notes: Subtests I and III include videotaped constructed-response components that require examinees to view a video excerpt and respond in writing to constructed-response items. For additional information about the videotaped constructed-response components, please refer to the CSET: Physical Education test guide on the CSET Web site by selecting "Test Guides." Because Subtests I and III include recorded components, examinees who arrive late will not be admitted.</p>		

Science (also see "Foundational-Level General Science" and "Science [Specialized]")		
Subtest (test code)	Domains	Test Availability
I (118)	General Science: Astronomy Dynamic Processes of the Earth Earth Resources Waves Forces and Motion Electricity and Magnetism	All test dates All test areas
II (119)	General Science: Ecology Genetics and Evolution Molecular Biology and Biochemistry Cell and Organismal Biology Heat Transfer and Thermodynamics Structure and Properties of Matter	
III (120–123)	One Subtest III: Biology/Life Science (120) Chemistry (121) Earth and Planetary Science (122) Physics (123)	
<p>Important notes: Subtests I and II cover general science content while Subtest III covers the candidate's area of concentration. A credential in this subject matter area authorizes teaching general and integrated science and the area of concentration. Science: Biological Sciences is the credential area for Biology/Life Science, and Science: Geosciences is the credential area for Earth and Planetary Science.</p> <p>A scientific calculator will be provided to examinees for CSET: Science subtests (see "Scientific Calculators" following these test information tables for detailed information).</p>		

Science (Specialized) (also see "Foundational-Level General Science" and "Science")		
Subtest (test code)	Domains	Test Availability
III (120–123)	One Subtest III: Biology/Life Science (120) Chemistry (121) Earth and Planetary Science (122) Physics (123)	All test dates All test areas
IV (124–127)	One Subtest IV (in the same science area as Subtest III): Biology/Life Science (124) Chemistry (125) Earth and Planetary Science (126) Physics (127)	
<p>Important notes: Candidates verifying subject matter competence by examination for a credential in Science (Specialized) must take and pass CSET: Science Subtests III and IV in the same science area. A credential in Science (Specialized) authorizes teaching only in the specialized area and does not authorize teaching general and integrated science. Science: Biological Sciences (Specialized) is the credential area for Biology/Life Science, and Science: Geosciences (Specialized) is the credential area for Earth and Planetary Science.</p> <p>A scientific calculator will be provided to examinees for CSET: Science subtests (see "Scientific Calculators" following these test information tables for detailed information).</p>		

Social Science		
Subtest (test code)	Domains	Test Availability
I (114)	World History World Geography	All test dates All test areas
II (115)	U.S. History U.S. Geography	
III (116)	Civics Economics California History	

Scientific Calculators

Examinees taking any CSET: Science subtests will be provided with one of the following models of scientific calculators at the test administration. The models distributed are subject to change; directions for use will not be provided at the test site. You may not use your own calculator or calculator manual for these subtests. (These calculators may NOT be used for CSET Mathematics Subtest II.)

- Texas Instruments TI-30X
- Texas Instruments TI-30X Solar
- Texas Instruments TI-30Xa
- Texas Instruments TI-30Xs
- Texas Instruments TI-30XIIs

Approved Graphing Calculators

Examinees taking CSET: Mathematics Subtest II must bring their own graphing calculator but may **not** bring a calculator manual. Graphing calculators will not be provided at the test administration. Only the brands and models listed below may be used. Approved calculator brands and models are subject to change; if there is a change, examinees will be notified. Test administration staff will clear the memory of your calculator both before and after testing. Therefore, be sure to back up the memory on your calculator, including applications, to an external device before arriving at the test site.

Manufacturer	Approved Models
Casio	Algebra FX 2.0, CFX-9850G Plus, CFX-9850Ga, CFX-9850Ga Plus, CFX-9850GB Plus, CFX-9850GB Plus-we, CFX-9850GC Plus, FX 1.0 Plus, FX-7400G, FX-7400G Plus, FX-9750G Plus
Hewlett-Packard	HP 49g+
Sharp	EL-9600c, EL-9900
Texas Instruments	TI-73, TI-81, TI-83, TI-83 Plus, TI-83 Plus Silver, TI-84, TI-84 Plus, TI-84 Plus Silver, TI-85, TI-86, TI-89, TI-89 Titanium, TI-Nspire Handheld with TI-84 Plus Keypad*

* Examinees using the TI-Nspire Handheld may not remove the TI-84 Plus Keypad while testing. Violation of this rule, or any other test site rule, may result in the voiding of your scores.

TEST SELECTION FOR COMPUTER-BASED TESTING

The following CSET tests will be offered **only** on computer, beginning September 2011:

- CSET: Multiple Subjects [Subtest I (101), Subtest II (102), and Subtest III (103)]
- CSET: Writing Skills (142)

The Mathematics Instruction Authorization Examination will also be offered **only** on computer, beginning August 2011.

Test sessions. Test sessions for computer-based testing are by appointment and are scheduled by examinees (see "Internet Registration" for information about test scheduling).

It is the responsibility of the examinee to register for the correct subtests. If you are not sure which subtest(s) to register for, please see the CTC's Web site at www.ctc.ca.gov for information on fulfilling subject matter requirements by examination.

Refer to the information below for each CSET computer-based test to learn about tests/subtests, test availability, and test sessions.

CSET: Multiple Subjects

Multiple Subjects		
Subtest (test code)	Domains	Test Availability
I (101)	Reading, Language, and Literature History and Social Science	Begins September 6, 2011.
II (102)	Science Mathematics	
III (103)	Physical Education Human Development Visual and Performing Arts	
Important note: An on-screen calculator is provided for CSET: Multiple Subjects Subtest II. See "Tutorials for Computer-Based Testing" on the CSET Web site for more information about the on-screen calculator.		

Examinees registering for CSET: Multiple Subjects may register to take one subtest or all three subtests in a single test session. The testing times for the registered subtest(s) are as follows:

Test	Testing Time*
Multiple Subjects Subtest I only	180 minutes (3 hours)
Multiple Subjects Subtest II only	180 minutes (3 hours)
Multiple Subjects Subtest III only	135 minutes (2.25 hours)
Multiple Subjects Subtests I, II, and III	300 minutes (5 hours)

*In addition to the testing time, 15 minutes is provided to complete a nondisclosure agreement and a tutorial.

CSET: Writing Skills

Writing Skills		
Test Code	Domains	Test Availability
142	Expository Writing Expressive Writing	Begins September 6, 2011.
<p>Important note: If you have already passed all three sections of the CBEST or another California-accepted basic skills examination, you do not need to take CSET: Writing Skills. When using CSET: Writing Skills to satisfy the basic skills requirement, you must also pass all three subtests of CSET: Multiple Subjects. You may not combine CSET: Writing Skills with the Reading and Mathematics sections of the CBEST to satisfy the basic skills requirement. For more information about who should register for CSET: Writing Skills, see "Certification Requirements" and/or the CTC's Web site at www.ctc.ca.gov.</p> <p>The testing time for the Writing Skills test is 90 minutes (1.5 hours). In addition to the testing time, 15 minutes is provided to complete a nondisclosure agreement and a tutorial.</p>		

Mathematics Instruction Authorization Examination

Mathematics Instruction Authorization Examination		
Subtest (test code)	Domains	Test Availability
I (590)	MIAE Pre-Algebra	Begins August 6, 2011.
II (591)	MIAE Algebra I	
<p>Important note: Examinees need only to pass one of the two MIAE subtests to satisfy the entrance requirement for a Commission-accredited program resulting in the Mathematics Instructional Added Authorization (MIAA) or the Mathematics Instructional Leadership Specialist Credential (MILSC). For more information about MIAE, see "Registration and Testing" on the CSET Web site.</p> <p>The testing time for the MIAE is 105 minutes (1.75 hours) for each test. In addition to testing time, 15 minutes is provided to complete a nondisclosure agreement and tutorial.</p>		

TEST DATES FOR PAPER-BASED TESTING

Refer to the following table for information about registration options and deadlines for each test date.

Note that not all tests are available on all test dates or during all registration periods. See "Test Selection" for information about test availability.

Test Date	Regular Registration Deadline 	Late Registration Deadline (additional fee applies) 	Emergency Registration Deadline (additional fee applies) 	Score Report Date (unofficial test results available at 5:00 p.m.)
September 10, 2011	August 12, 2011	August 30, 2011	September 6, 2011	October 11, 2011
November 5, 2011	October 7, 2011	October 25, 2011	November 1, 2011	December 5, 2011
January 7, 2012	December 9, 2011	December 27, 2011	January 3, 2012	February 6, 2012
March 10, 2012	February 10, 2012	February 28, 2012	March 6, 2012	April 9, 2012
May 5, 2012	April 6, 2012	April 24, 2012	May 1, 2012	June 4, 2012
July 14, 2012	June 15, 2012	July 3, 2012	July 10, 2012	August 13, 2012

The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.



Internet Registration

All registration periods. To register on the Internet, your registration must be completed by 5:00 p.m. Pacific time on the registration deadline for the period.



Telephone Registration

Late and emergency registration periods only. To register by telephone, call (800) 205-3334 or (916) 928-4003, 9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding the following holidays: September 5, 2011; October 10, 2011; December 26, 2011; January 2, 2012; and July 4, 2012. You must call by 5:00 p.m. Pacific time on the registration deadline for the period.

If you are required to register by mail, you may do so during the regular and late registration periods only. To register by mail during the regular registration period, your registration materials must be postmarked by the regular registration deadline. During the late registration period, your registration materials must be received by 5:00 p.m. Pacific time on the late registration deadline. See "U.S. Mail Registration" for information about how to obtain a registration form.

TEST DATES FOR COMPUTER-BASED TESTING

Beginning September 6, 2011, CSET computer-based tests are available by appointment, year-round, Monday through Saturday (excluding holidays).

Registration. Registration for computer-based testing is available online only; select "Register Now." There are no registration deadlines; however, you should plan to register as early as possible before your desired test date, as seating is limited. You may view seat availability at www.pearsonvue.com/cset/. Please note seat availability information is subject to change. Due to the amount of time required to process a registration, you may not be able to schedule a test appointment if you register within three calendar days of the day on which you plan to test.

Score reporting. If you register for CSET: Multiple Subjects, unofficial test results will be available on the CSET Web site and your official score report will be sent by U.S. mail within four weeks of your test date. If you register for CSET: Writing Skills, unofficial test results will be available on the CSET Web site and your official score report will be sent by U.S. mail within two weeks of your test date. See "Score Reporting" on the CSET Web site for score report dates for computer-based testing.

Note that you must wait 45 calendar days before retaking a CSET computer-based test.

TEST AREAS FOR PAPER-BASED TESTING

When registering for the CSET, refer to the following tables to select a test area and test date. Your specific test site will be determined based on availability and appropriateness of facilities for test administration. Test sites will be within the area listed but not necessarily within the actual city limits.

Register as early as possible to increase your chances of being assigned to a test site within your first-choice test area.

Due to factors beyond the control of the CTC and Evaluation Systems, the test site locations described in this section cannot be guaranteed. Sites are subject to change in the event of scheduling conflicts. If it becomes necessary to change a test site, every attempt will be made to ensure that the new site is located in the same general area as the one you originally requested.

Not all tests are available on all test dates or at all test areas. Refer to the following tables to determine which test areas and test dates are available for the tests you wish to take.

Test Availability by Test Date and Test Area

Test	9/10/11	11/5/11	1/7/12	3/10/12	5/5/12	7/14/12
CSET: Preliminary Educational Technology	All areas		All areas	All areas	All areas	
CSET: Single Subjects						
Agriculture Business Health Science Home Economics Industrial and Technology Education	All areas		All areas	All areas	All areas	
Art Music Physical Education	Selected areas*		Selected areas*	Selected areas*	Selected areas*	
English Mathematics Science Social Science	All areas	All areas	All areas	All areas	All areas	All areas

Test	9/10/11	11/5/11	1/7/12	3/10/12	5/5/12	7/14/12
CSET: Languages Other Than English						
American Sign Language Subtests I, II, and III† Arabic Subtests I, II, and V Armenian Subtests I, II, and V Farsi Subtests I, II, and V Filipino Subtests I, II, and V German Subtests I, II, III, and V Hebrew Hmong Subtests I, II, and V Italian Japanese Subtests I, II, III, and V Khmer Subtests I, II, and V Portuguese Punjabi Subtests I, II, III, and V Russian Subtests I, II, III, and V Vietnamese Subtests I, II, III, and V		Selected areas*†			Selected areas*†	
Cantonese Subtests I, II, III, and V French Subtests I, II, III, and V Korean Subtests I, II, III, and V Mandarin Subtests I, II, III, and V	Selected areas*		Selected areas*	Selected areas*	Selected areas*	
Spanish Subtests I, II, III, and V LOTE Subtest IV	Selected areas*	Selected areas*	Selected areas*	Selected areas*	Selected areas*	Selected areas*
* Selected areas are marked with an asterisk in the following table. † Selected test areas for CSET: American Sign Language are marked with this symbol (†) in the following table.						

California Test Areas

Test Area	Code
Bakersfield area	402
*Chico area	403
*Fresno area	404
*Humboldt County/Arcata area	401
*Long Beach area	405
Los Angeles (East) area	406
*Los Angeles (West) area	436
*Oakland area	426
*Orange County/Anaheim area	410
*Orange County/Costa Mesa area	427
Pasadena/San Gabriel area	407
Pomona/Ontario area	408
*Riverside/Moreno Valley area	411
*Sacramento area	412
San Bernardino area	413
*San Diego area	414
San Diego/North County area	423
*San Francisco area	416
*San Jose/Santa Clara area	417
*San Luis Obispo area	418

Test Area	Code
Santa Barbara area	419
Santa Cruz area	433
Santa Rosa area	420
Stockton/Modesto area	421
*Woodland Hills area	409
CSET: American Sign Language Test Areas	
† ASL Northern California area	460
† ASL Southern California area	461
* The CSET in Arabic, Armenian, Art, Cantonese, Farsi, Filipino, French, German, Hebrew, Hmong, Italian, Japanese, Khmer, Korean, LOTE Subtest IV, Mandarin, Music, Physical Education, Portuguese, Punjabi, Russian, Spanish, and Vietnamese are offered at these test areas.	

Emergency Registration Test Areas

Emergency registration is limited to the space available at the following test areas across California. Please note that the test areas available for emergency registration are subject to change based on available space. Some areas may become full and, therefore, may be unavailable during emergency registration. Not all tests are available during the emergency registration period; see "Test Selection" for information about test availability.

Test Area	Code
Chico area	403
Fresno area	404
Humboldt County/Arcata area	401
Long Beach area	405
Orange County/Anaheim area	410
Sacramento area	412
San Diego area	414
San Francisco area	416
San Luis Obispo area	418
Woodland Hills area	409

Out-of-State Test Areas

Out-of-state testing is available for the May test date in the following five test areas. Out-of-state test areas are offered subject to the requirement that there is a minimum number of examinees per area. Examinees will be notified if a test area selected during registration is not available due to insufficient registration. Because of space limitations at some of the out-of-state test areas, examinees are urged to register early.

During the late registration period, examinees may be able to register for an out-of-state test area, subject to space availability. Registration for out-of-state test areas is not available during the emergency registration period.

Test Area	Code
Atlanta, Georgia, area	481
Austin, Texas, area	482
Chicago, Illinois, area	484
New York, New York, area	486
Seattle, Washington, area	490

TEST CENTERS FOR COMPUTER-BASED TESTING

Computer-based testing for most tests is available at more than 225 Pearson Professional Centers throughout the United States and its territories (e.g., Puerto Rico), as well as at over 30 international test centers, including in Canada and Mexico.

There are Pearson test centers in the following California locations:

- Anaheim
- Fremont
- Fresno
- Gardena
- Irvine
- Los Angeles
- Milpitas
- Oakland
- Ontario
- Oroville
- Pasadena
- Redding
- Ridgecrest
- Roseville
- Sacramento
- San Diego
- San Dimas
- San Francisco
- San Jose
- Santa Ana
- Santa Maria
- Santa Rosa
- Westlake Village

Refer to the Pearson VUE Web site at www.pearsonvue.com/cset/ for up-to-date information about computer-based test centers, including test center addresses, real-time seat availability, and locations of test centers outside of California.

You should register as early as possible before your desired test date, as test centers schedule test appointments on a first-come, first-served basis and seating is limited. You will select a test center as part of the test-scheduling process. You will receive confirmation of your test center location, including directions to the center location, after you schedule your test appointment with Pearson VUE.

TEST FEES AND PAYMENT POLICIES

CSET Fees

Test Registration Fees	
CSET: Multiple Subjects	\$96 per subtest taken separately or \$238 for all subtests taken together
CSET: Writing Skills	\$62
CSET: Preliminary Educational Technology	\$99 per subtest
CSET: Single Subjects Agriculture, Business, Health Science, Home Economics, Mathematics, Music, Physical Education, Science, and Social Science	\$66 per subtest
Art and Industrial and Technology Education	\$99 per subtest
English Subtests I and II Subtests III and IV	\$49 per subtest \$50 per subtest
CSET: Languages Other Than English Hebrew, Italian, Portuguese	\$99 per test
Subtests I, II, and III for American Sign Language, Cantonese, French, German, Japanese, Korean, Mandarin, Punjabi, Russian, Spanish, and Vietnamese	\$66 per subtest
Subtests I and II for Arabic, Armenian, Farsi, Filipino, Hmong, and Khmer	\$99 per subtest
Subtest IV	\$66
Subtest V	\$66
Late registration fee	\$18
Emergency registration fee	\$35
Additional Service Fees	
Change of registration	no fee
Additional copy of CSET test results (per copy)	\$10
Constructed-response score verification (constructed-response section of one subtest)	\$50
Fee to clear an account (for example, due to a disputed credit card charge)	\$20

Withdrawal/Refund Policy

Paper-based testing: If after registering for the CSET you wish to withdraw from one or more subtests for which you have registered, you must submit a Withdrawal/Refund Request Form for Paper-Based Testing on the Internet or send your completed Withdrawal/Refund Request Form for Paper-Based Testing to Evaluation Systems by U.S. mail or fax. This form must be received by 5:00 p.m. Pacific time on the late registration deadline. Refer to "Changing Your Registration" for information about how to submit the Withdrawal/Refund Request Form for Paper-Based Testing.

If you withdraw by the late registration deadline, you will receive a full refund of all test fees paid. If you registered during the late registration period, the late registration fee will not be refunded. If you applied a voucher toward your fee, the amount of the voucher will not be refunded. Refunds will be issued within five weeks of your request.

You may not withdraw your registration or receive a refund if you register during the emergency registration period. If you are absent from the test, you will not receive a refund or credit of any kind. (See the absentee policy in "Reporting to the Test Site.")

Computer-based testing: If after registering for a CSET computer-based test you wish to withdraw your registration, you may do so by following the steps below:

- **If you have registered for a CSET computer-based test but have not yet scheduled your test** and would like to withdraw your registration and receive a full refund of all test fees paid, complete and submit a Withdrawal/Refund Request Form for Computer-Based Testing, available to download and print by selecting "Print Bulletin and Forms (PDF)" on the CSET Web site.
- **If you have already scheduled your CSET computer-based test** and wish to cancel your test appointment, which must be done at least 24 hours before your scheduled testing time, visit the Pearson VUE Web site at www.pearsonvue.com/cset/. If you wish to withdraw your registration completely after canceling your test appointment, complete and submit a Withdrawal/Refund Request Form for Computer-Based Testing, available to download and print by selecting "Print Bulletin and Forms (PDF)" on the CSET Web site. If you are scheduled to take more than one subtest, the cancellation of the test appointment and withdrawal of the registration will apply to all subtests. You may not withdraw from or receive a refund for only one subtest for which you registered for a single test appointment. If you canceled your test appointment by 24 hours before your scheduled testing time, you will receive a full refund of testing fees paid.

If you applied a voucher toward your fee, the amount of the voucher will not be refunded. If you are due a refund of test registration fees, your refund will be issued by Evaluation Systems within five weeks of your request.

Payment Methods

The fees for Internet registration, telephone registration, and changes made to registration on the Internet must be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without a VISA or MasterCard logo cannot be accepted. The merchant name that will appear on your credit card statement is "Eval Systems Test Fee."

The fees for registration by U.S. mail during the regular registration period must be paid by personal check; cashier's check; money order; or credit, debit, or check card (VISA or MasterCard only). Fees for registration by U.S. mail during the late registration period must be paid by cashier's check; money order; or credit, debit, or check card (VISA or MasterCard only). Fees for other services requested by mail ("Additional Service Fees" listed in the table above) must be paid by cashier's check or money order. Checks and money orders must be made payable to Evaluation Systems in U.S. dollars. Please write the last five digits of your social security number on your check or money order. Do not send cash.

Payment Policies

If you register to take the same test on multiple test dates and pass the test on the first test date, you will not automatically be issued a refund for your additional registrations on the basis of your passing performance. If you pass the test, you must withdraw any subsequent registrations by the appropriate deadline (as described in "Changing Your Registration") in order to receive a refund.

If you have any outstanding balance owed by you to Evaluation Systems after a test administration for which you were registered, all of your scores for that test date may be permanently voided and therefore not reported to you, to the CTC, or to any institutions.

The following policies apply to you when you have an outstanding balance with Evaluation Systems:

- You will be assessed an additional fee to cover the processing required to clear your account.
- You will not be allowed to register for future test dates until your balance, which includes the additional fee, is paid in full.
- Any credits or refunds for which you may be eligible will be applied first to your outstanding debt, with any excess to be returned to you.

If a credit card charge for an Evaluation Systems service for you is disputed:

- You may not be allowed to make any future payments by credit card.
- You must make your payment to clear your account by cashier's check or money order only.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

Additionally, if a personal check submitted by you is returned by the bank:

- You will not be allowed to make any future payments by personal check.
- You must make your payment to clear your account by cashier's check or money order only, unless you are making a subsequent credit card payment for additional services, in which case your credit card will be billed for both the outstanding balance and the additional requested services.
- If you attempt to pay for any further services by credit card before clearing your account, your credit card will be billed for the amount of all services you have requested, as well as the outstanding balance owed. You agree to pay for all such services and outstanding balances in the event your credit card company does not.

If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

Testing on Consecutive Test Dates for Paper-Based Testing

If the score report date for a test taken at a previous test administration is seven or fewer calendar days before the regular registration deadline for the next test date, late registration fee waivers will be granted for examinees who register for the next consecutive test date. The late registration fee waiver is valid only during the late registration period for the next test date. Fee waivers are not granted during the emergency registration period.

To receive the late registration fee waiver, register as follows:

- On the Internet or by telephone: Register on the Internet or by telephone by the late registration deadline. Your status as a consecutive test date retaker will be confirmed, and your late registration fee will be waived.
- By mail: If you are required to register by mail, send your completed registration form and pay only the test fees. Do not fill in the late registration fee oval on the registration form or include the late registration fee in your payment. Your registration materials must be received by the late registration deadline. When your registration is processed, your status as a consecutive test date retaker will be confirmed and your late registration fee will be waived.

If you register by mail during the late registration period, are not eligible for a late registration fee waiver, and do not include the late registration fee in addition to the applicable test fees, your registration materials will be returned unprocessed. This may cause you to incur additional registration costs or a delay in your test date.

Late registration fee waivers are not available for two CSET subtests: CSET: Art Subtest II (test code 141) and CSET: Music Subtest II (test code 137).

If you plan to register for consecutive test dates and require alternative testing arrangements, please call (866) 496-7314 or (916) 928-4003 as soon as possible to discuss your request for alternative testing arrangements. This is necessary to allow the maximum amount of time to process your request. Because of time and logistical issues, it may not be possible to grant some requests for alternative testing arrangements made by individuals who register after the regular registration deadline.

INSTITUTION CODES

Institutions to receive test results. When you register for the CSET, you may identify up to three institutions (colleges, universities, district intern programs, or other specialized programs) to receive your test results. Your test results will be reported to each institution you select that chooses to receive test results. Select from the following tables.

Institution codes are listed in the following tables:

- California State University
- University of California
- Private Institutions
- District Intern Programs

California State University

University	Code
California Polytechnic State University—San Luis Obispo	300
California State Polytechnic University—Pomona	302
California State University—Bakersfield	304
California State University—Channel Islands	305
California State University—Chico	306
California State University—Dominguez Hills	308
California State University—East Bay	314
California State University—Fresno	310
California State University—Fullerton	312
California State University—Long Beach	316
California State University—Los Angeles	318
California State University—Monterey Bay	320
California State University—Northridge	322
California State University—Sacramento	324
California State University—San Bernardino	326
California State University—San Marcos	328
California State University—Stanislaus	330
CalStateTEACH	780
Humboldt State University	332
San Diego State University	334
San Francisco State University	338
San Jose State University	340
Sonoma State University	342

University of California

University	Code
University of California—Berkeley	400
University of California—Davis	402
University of California—Irvine	404
University of California—Los Angeles	406
University of California—Riverside	408
University of California—San Diego	410
University of California—Santa Barbara	412
University of California—Santa Cruz	414

Private Institutions

Institution	Code
Alliant International University	584
Antioch University Los Angeles	494
Antioch University Santa Barbara	495
Argosy University	497
Azusa Pacific University	500
Bard College	601
Bethany University Santa Cruz	502
Biola University	504
Brandman University	513
California Baptist University	506
California Lutheran University	508
Chapman University	512
Claremont Graduate University	516
Concordia University Irvine	520
Dominican University of California	522
EnCorps Program	889
Fielding Graduate University	603
Fresno Pacific University	526
Hebrew Union College—Jewish Institute of Religion	531
Holy Names University	528
Hope International University	558
Humphreys College	602
La Sierra University	532
Loyola Marymount University	536
The Master's College	538
Mills College	540

Institution	Code
Mount Saint Mary's College	542
National Hispanic University	544
National University	548
Notre Dame de Namur University	518
Occidental College	556
Pacific Oaks College	560
Pacific Union College	562
Patten University	564
Pepperdine University	568
Point Loma Nazarene University	572
Saint Mary's College of California	574
San Diego Christian College	514
Santa Clara University	576
Simpson University	578
Stanford University	582
Touro University—California	583
United States University	529
University of La Verne	586
University of the Pacific	588
University of Phoenix	589
University of Redlands	590
University of San Diego	592
University of San Francisco	594
University of Southern California	596
Vanguard University of Southern California	580
Western Governors University	597
Westmont College	598
Whittier College	600
William Jessup University	599

District Intern Programs

Program	Code
Fortune School of Education	700
High Tech High School	701
Los Angeles Unified School District	708
Oakland Unified School District	719
Orange County Office of Education	711
Project IMPACT—San Joaquin County Office of Education	702
Reach Institute	790
San Diego City Unified School District	712
Stanislaus County Office of Education	714

BACKGROUND QUESTIONS

When you register for the CSET, you will be asked to answer the following background questions. Providing accurate and complete background information about yourself is important; the information that you provide will be kept confidential.

If you register on the Internet, you will answer the following questions interactively as you register. If you register by mail, enter your responses to the following questions on the registration form. Each section number corresponds to the section of the registration form where you will record your response.

The CTC uses the background information, including your ethnicity, gender, and date of birth, to satisfy legal requirements, to conduct research that benefits teacher preparation programs, and to help ensure the fairness and quality of the CSET. This information will be analyzed as group (not individual) data only. It may be used for statistical and research purposes and will not be used, in whole or in part, to make a determination about any individual.

Undergraduate Coursework in the Subject Area of the Test (section 8 on registration form)

How many college semester credit hours (units) will you have completed in the subject area(s) of the subtest(s) by the test date? (number of quarter credit hours \times .67 = equivalent semester credit hours)

- A. None
- B. 1–6 semester credit hours
- C. 7–15 semester credit hours
- D. 16–24 semester credit hours
- E. 25–36 semester credit hours
- F. 37 or more semester credit hours

Coursework Completed (section 9 on registration form)

When did you complete the **majority** of the coursework in the subject area(s) of the subtest(s)?

- A. 0–5 years ago
- B. 6–10 years ago
- C. 11–15 years ago
- D. More than 15 years ago
- E. No coursework completed in the subject area(s) of the subtest(s)

College/University Training (section 10 on registration form)

Where did you receive the **majority** of your education relevant to the subtest(s)?

If you received the majority of your education relevant to the subtest(s) at a college or university in California, indicate the college or university by entering the appropriate code from "Institution Codes." If you received the majority of the relevant education at a California community college, enter the code 396. If you received the majority of the relevant education at a California four-year institution not listed, enter the code 397.

If you received the majority of your education relevant to the subtest(s) at a college or university outside of California, enter the code 399.

If you did not receive college or university training relevant to the subtest(s), enter the code 398.

Highest Education Level (section 11 on registration form)

What is the highest education level you have attained? (Possession of a high school diploma, a GED, or the equivalent or current or previous enrollment in courses for college credit pursuant to a career in education is required to register for any tests.)

- A. Freshman or sophomore (first or second year)
- B. Junior (third year)
- C. Senior (fourth or final year)
- D. Earned bachelor's degree
- E. Earned bachelor's degree plus additional graduate units
- F. Earned bachelor's degree plus credential
- G. Earned master's degree
- H. Earned master's degree plus additional graduate units
- I. Earned doctoral degree

Reason for Taking the Test(s) (section 12 on registration form)

What is your main purpose for taking the subtest(s)?

- A. To obtain an initial Multiple Subject or Single Subject Teaching Credential
- B. To obtain an initial Education Specialist Instruction Credential
- C. To add an authorization to an existing teaching credential
- D. To meet the new federal No Child Left Behind "Highly Qualified Teacher" requirements only—I have completed a liberal studies program and already possess a Multiple Subject Teaching Credential
- E. To meet the new federal No Child Left Behind "Highly Qualified Teacher" requirements only—I have completed a liberal studies program and have not yet earned my Multiple Subject Teaching Credential

Previous Career (section 13 on registration form)

Were you working in a different career or occupation (excluding temporary or part-time work) before pursuing a teaching credential? Indicate yes or no.

Prior Institution (section 14 on registration form)

Did you transfer to the institution where you received your bachelor's degree?

- A. No, I did not transfer to the institution where I received my bachelor's degree.
- B. Yes, I transferred from a community college.
- C. Yes, I transferred from another four-year institution.
- D. I received my bachelor's degree at a foreign institution (outside the United States).

Professional Preparation Program (section 15 on registration form)

If you are, or plan to be, enrolled in a California teacher preparation program offered through an institution (a college, university, district intern program, or other specialized program), indicate that institution by entering the appropriate code from "Institution Codes."

Undergraduate Major (section 16 on registration form)

What was/is your undergraduate major? Refer to the "Undergraduate Major Codes" table that follows and enter the appropriate three-digit code. If you have a double major, indicate the major that is most closely related to the test(s) for which you are registering.

Undergraduate Major Codes

Major	Code
Humanities	
Art or Art History	101
Dance	102
Drama or Theatre Arts	103
Music	104
Philosophy or Religion	105
Other Humanities	106
Language Studies	
American Sign Language	214
Communications	201
English or Comparative Literature	202
Linguistics	203
Arabic	216
Armenian	217
Cantonese	218
Farsi	219
Filipino	215
French	204
German	205
Hmong	220
Japanese	206
Khmer	221
Korean	213
Mandarin	207
Punjabi	208
Russian	209
Spanish	210
Vietnamese	211
Other Foreign Language	212

Major	Code
Liberal Studies	
Child Development	301
Liberal Studies (Choose this code only if your undergraduate major was/is Liberal Studies.)	302
Mathematics and Natural Sciences	
Biology or Biological Sciences	401
Chemistry	402
Earth Science, Geology, or Geoscience	403
General Science	404
Mathematics	405
Physics or Physical Science	406
Other Mathematics	407
Other Natural Science	408
Social Sciences	
Anthropology	501
Economics	502
Ethnic Studies	503
Geography	504
History	505
Political Science or Government	506
Psychology	507
Sociology	508
Women's Studies	509
Other Social Science	510
Technical, Professional, and Vocational Studies	
Agriculture	601
Business, Marketing, or Advertising	602
Computer Science	603
Education (Choose this code only if your undergraduate major was/is Education.)	604
Engineering	605
Health Science or Health Education	606
Home Economics	607
Industrial Arts	608
Physical Education or Athletics	609
Special Education	610
Technology Science	611
Other Technical, Professional, or Vocational Studies	612
Undecided/Not Listed	
Major not listed	901
Undecided	902

Additional Background Questions for Bilingual Authorization Candidates

Bilingual Teacher Training Program (section 17 on registration form)

If you have completed (or will have completed prior to testing) training from a state-sponsored Bilingual Teacher Training Program (BTTP) for the subtests for which you are registering, indicate the BTTP from which you received training. If you received training from more than one BTTP listed, please indicate the BTTP from which you received the most recent training.

- A. Imperial County
- B. Los Angeles County
- C. Monterey, San Benito, and Santa Cruz Counties
- D. Orange County
- E. San Diego County
- F. Santa Clara County
- G. San Mateo and San Francisco Counties
- H. Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, and Sonoma Counties
 - I. Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare Counties
- J. San Luis Obispo, Santa Barbara, and Ventura Counties
- K. Riverside and Mono Counties
- L. Alameda and Contra Costa Counties
- M. Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba Counties
- N. San Bernardino and Inyo Counties

BTTP Training (section 18 on registration form)

If you have received BTTP training for any of the subtests for which you are registering, please indicate which subtest(s) you received BTTP training for. Indicate only subtest(s) for which you are currently registering for which you received BTTP training.

Language Proficiency (section 19 on registration form)

In what language are you most proficient? Select one of the following response options:

- | | |
|--------------|---------------|
| A. English | J. Japanese |
| B. Arabic | K. Khmer |
| C. Armenian | L. Korean |
| D. Cantonese | M. Mandarin |
| E. Farsi | N. Punjabi |
| F. Filipino | O. Russian |
| G. French | P. Spanish |
| H. German | Q. Vietnamese |
| I. Hmong | R. Other |

Preparation: Hours of Inservice Training (section 20 on registration form)

Before responding, please review the knowledge and skills assessed on each subtest. For the specific subtest(s) that you will be taking, indicate the number of hours of inservice training you have already completed that included these knowledge and skills. Do not include inservice training for which you received college credit.

- A. None (0 hours)
- B. 1–15 hours
- C. 16–30 hours
- D. 31–45 hours
- E. 46–60 hours
- F. 61 or more hours

Preparation: Semester Units of College Coursework (section 21 on registration form)

For each subtest for which you are registering, indicate the number of semester units of college coursework covering topics included on the subtest that you will have completed by the test date. If your coursework was in quarter units, provide the best estimation of semester units considering that one quarter unit is equivalent to two-thirds of a semester unit. Before responding, please review the knowledge and skills assessed on each subtest for which you are registering. Do not provide a response for a subtest you are not currently requesting. Select one of the following response options:

- A. None (0 semester units)
- B. 1–3 semester units
- C. 4–6 semester units
- D. 7–9 semester units
- E. 10–12 semester units
- F. 13 or more semester units

Additional Preparation for CSET: LOTE Subtest V (section 22 on registration form)

If you are registering for CSET: LOTE Subtest V, answer the following question: In addition to any inservice training and college coursework you may have had related to the culture of emphasis, in what other way(s), if any, have you learned the content assessed on Subtest V? Select as many of the options as apply.

- A. The culture of emphasis is my native, primary, or first culture.
- B. I grew up or spent considerable time in a country in which the culture of emphasis is the dominant culture.
- C. I live or have lived in the United States with a family representative of the culture of emphasis.
- D. I live or have lived in a U.S. community in which the culture of emphasis is the dominant culture.
- E. I have earned a college degree in the culture of emphasis.
- F. None of the above

Additional Preparation for CSET: LOTE Language and Communication Skills Subtest (section 23 on registration form)

If you are registering for any language and communication skills subtest, answer the following question: In addition to any inservice training and college coursework you may have had related to the language of emphasis, in what other way(s), if any, have you learned the language of emphasis? Select as many of the options as apply.

- A. The language of emphasis is the language I learned first as a child.
- B. I grew up or spent considerable time in a country in which the language of emphasis is the dominant language.
- C. I live or have lived in the United States with a family that primarily speaks the language of emphasis.
- D. I live or have lived in a U.S. community in which the language of emphasis is the dominant language.
- E. I have earned a college degree in the language of emphasis.
- F. None of the above

COMPLIANCE WITH TESTING RULES

By registering on the Internet, registering by telephone, or submitting a registration form (even if your registration form is received without your signature) for the CSET, you are agreeing to abide by the Rules of Test Participation and all rules and requirements specified or referenced in the current registration bulletin and current procedures manuals (if applicable) and communicated to you, orally or in writing, at each test administration for which you have registered. You will also be asked to sign your answer document(s), which will contain an agreement to the Rules of Test Participation, prior to testing at the site on the day of the test. Failure to sign your answer document(s) on the day of the test may result in the voiding of your test results or in your not being permitted to test or receive a refund or credit of any kind.

Rules of Test Participation for Paper-Based Testing

- 1. Compliance:** I understand that I am required to comply with the rules and requirements specified or referenced in the current bulletin, including these Rules of Test Participation; current procedures manuals for CSET: Art Subtest II and CSET: Music Subtest II (if applicable); and communicated to me, orally and/or in writing, at the test administration. I further understand that if I fail to comply with such rules and requirements: (a) my test results may be voided, (b) no refund will be issued, (c) no portion of the testing fee can be applied toward the cost of any future testing fees, (d) I may not be permitted to register for current or future test administrations, (e) my registration may be canceled, (f) I may not be allowed to test, (g) I may be required to test under controlled conditions, and (h) legal proceedings and actions may be pursued as well as any other remedies that the Commission on Teacher Credentialing (CTC) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate. In addition, I understand that test fraud is a ground for denial, revocation, and/or suspension of a teaching or services credential.
- 2. Registration:** I have read and agree to the "Test Fees and Payment Policies" section of the current bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered for the CSET, if my registration form is not signed, or if the identity certification statement is not completed, I may not be permitted to register for current or future test sessions, my score report may not be produced, and/or my test results may be voided.
- 3. Withdrawal or Absence from Test Administration:** I understand that I may withdraw my registration and receive a refund as stated in the refund policy in "Test Fees and Payment Policies" only if I withdraw before the late registration deadline for the test date for which I have registered. If I withdraw later than the late registration deadline, or if I do not submit required materials for CSET: Art Subtest II or CSET: Music Subtest II at the test site on the test date for which I have registered, or if I am absent from the administration, I understand that I will receive no refund or credit of any kind.
- 4. Eligibility to Test:** I understand that I may take the CSET only if I have earned, at minimum, a high school diploma, a GED, or the equivalent, or if I am or have been a student taking courses for college credit pursuant to a career in education. I certify that I am eligible to take the CSET on the day of the test for which I have registered according to this eligibility requirement. If I am unsure of my eligibility to take the CSET as stated in this rule, I understand that I may request clarification by contacting the CSET program coordinator at the CTC, who will advise me.
- 5. Purpose of Testing:** I understand that the tests are administered for the purpose of certification only and are to be taken only by individuals seeking a certification. I certify that I am taking the test(s) for which I have registered for the purpose of certification.
- 6. Identification:** I understand that to be admitted to a test session I must present my valid admission ticket for that session and show current, government-issued identification printed in English, in the name in which I registered, bearing my photograph and signature. I understand that I will be required to provide a thumbprint at the test site, copies of my identification may be made, my photograph may be taken, and/or a video recording or other security measure may be employed at the administration, which may be used for identity verification. Additional screenings may be required at test site facilities. If I lack a valid admission ticket or do not have proper identification, I will be denied admission to the test. If I am refused admission to the test, for any reason, I will be considered absent and will receive no refund or credit of any kind.

- 7. Late Arrival:** I understand that if I arrive after a test administration has begun, I may be refused admission, in which case I will be considered absent. If I am admitted after a test administration has begun, I will be required to sign an acknowledgment of late arrival, specifying that no additional time will be allotted. If I am taking a test with a recorded component, I will not be admitted once the recording has started.
- 8. Test Administration:** I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees. I agree to sign the answer document, to write out the identity certification statement, to provide proper identification, and to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test site; my test results may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the CTC and Evaluation Systems.
- 9. Test Security**
- a. Test Property:** I understand that all test booklets, answer documents, and all other test materials and any portion thereof or information relating thereto (collectively referred to below as the "Test Materials") are the sole property of the CTC or Evaluation Systems. I understand that my responses, without the identification of my name, may be used for research, development and implementation of testing programs, scorer training or study materials, or other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as "Notes") reflecting or recording anything about Test Materials from the testing room or disassemble, copy, or reproduce the Test Materials in whole or in part by hand or with the use of any electronic, or other type of, device of any nature.
- b. Test Materials:** I understand that I will not be permitted to bring to or use during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, scratch paper, or any other unauthorized aid (collectively referred to below as "Unauthorized Aids"). Throughout the test session, I will have nothing on my desk but the test booklet, answer document, pencils, erasers, and my photo identification. I understand that I must bring my own calculator for CSET: Mathematics Subtest II (111) and that I will be allowed to bring and use only one of the brands/models of calculators approved for use for this CSET test field as set forth in this registration bulletin. I further understand that test administration staff will clear the memory of my calculator both before and after the test. Calculators will be provided only for the CSET: Science subtests (118–127). Only the calculator provided by my test administrator may be used for these tests. The possession or use of calculators for any other subtest or of calculator watches, calculator manuals, or any other Unauthorized Aid is prohibited. I may use the margins of the test booklet for any intermediate work I need to do to answer specific questions. However, only answers and writing samples that I record on my answer documents (or on tape for taped sections) will be scored.

I understand that if, despite my foregoing promises and agreements in 9a and 9b above, test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purposes referenced in Rule 1. Test administrators, Evaluation Systems, and the CTC are not responsible for Unauthorized Aids or other prohibited material confiscated by them. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may occur as a result of such a search before my dismissal from the test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. If I fail to

comply with these conditions, my name will be reported to the CTC and Evaluation Systems; my test results may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the CTC and Evaluation Systems.

10. **Calculators:** I understand that the CTC and Evaluation Systems make no warranty, either expressed or implied, regarding the calculator directions (if provided) or the performance or accuracy of the calculator provided for certain tests, including but not limited to warranty of merchantability or warranty of fitness for a particular purpose. I further understand that liability for special, collateral, incidental, or consequential damages in connection with or arising out of the use of the calculator or the directions (if provided) will be limited to score correction or test retake at no additional fee.
11. **Submitted Materials:** I understand that certain required materials for CSET: Art Subtest II and CSET: Music Subtest II must be submitted at the test site on the test date for which I have registered. Materials that I have submitted at the test site on the test date become the sole property of the CTC upon their submission and will not be returned to me. The materials that I submit will not be duplicated for me. Materials submitted to or received by Evaluation Systems in any other way other than at the test site on the test date for which I have registered will not be accepted and/or will be returned to me.
12. **Nondisclosure of Test Materials:** Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of ten (10) years from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure, I may be liable in damages for costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.
13. **Test Session:** I understand that once I have completed the test(s), or at the end of the test session, my Test Materials will be collected and I will be dismissed. After admission to the test site, I may not leave the test site for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. Once dismissed, I must leave the test site and I will not be readmitted unless I am registered to take a test later that day.
14. **Test Results Reporting and Cancellation:** I understand that my test results will be reported to me; to the CTC; to the institution(s) indicated during registration; and to any institution, entity, or person authorized or required by law to receive this information. My score report will be sent even if I leave the testing room before I finish the test. I understand that any information provided as part of registration may be used to report test results or to contact me regarding test- or program-related issues. If I do not want my test results reported, I understand that a signed request in writing must be received by Evaluation Systems within seven calendar days after the test date. A Score Cancellation Form will be available at the test site on the day of the test. If I cancel my test results, I will receive no refund or credit of any kind and my test results will not be entered into any records or reported to me, the CTC, or any California institution.
15. **Voided Test Results:** I understand that if I fail to comply with the rules and requirements set forth in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration, my submitted materials for CSET: Art Subtest II or CSET: Music Subtest II (if applicable), or my test results, Evaluation Systems will notify the CTC and other parties as deemed appropriate. The CTC and Evaluation Systems reserve the right to void my test results if, in their sole opinion, there is adequate reason to question the validity or legitimacy of my test results due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the CTC and/or Evaluation Systems.
16. **Rights and Obligations Regarding Test Administration:** I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of Test Materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test site facilities, the adequacy or accuracy of score reports, the adequacy or accuracy of scoring, the adequacy or accuracy of information provided to me in connection with the CSET program, and the adequacy of protection of examinee information will be limited to score correction or test retake at no additional fee. I understand that liability for lost or damaged CSET: Art Subtest II or CSET: Music

Subtest II materials submitted by me will be limited to an additional submission of materials or test retake at no fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the CTC and Evaluation Systems (including the employees, agents, contractors, or professional advisors of the CTC and Evaluation Systems).

17. **Program Changes:** I understand that the testing program is subject to change at the sole discretion of the CTC. I also understand that certification requirements, including those satisfied by examinations, are periodically revised or replaced. In all instances, it is my responsibility to take the correct examination(s). If I am uncertain which examinations I should take, I will contact the CTC.
18. **Objection to Procedures:** If, for any reason, I object to the procedures presented in these Rules of Test Participation, I must advise Evaluation Systems, in writing, of the basis of my objection at least eight weeks before the test date for which I wish to register for my objection to be taken under consideration. Under no circumstances may I register using the late or emergency registration procedures if I have such an objection. If I nevertheless object, my registration may be canceled, I may not be permitted to take the test(s), or my test results may be voided, unless I withdraw my objection in writing.
19. **Rules:** I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation. I agree that any legal action arising in connection with my registration for or participation in a test administration shall be brought only in the state and federal courts located in Sacramento, California, or St. Paul, Minnesota, as appropriate, and I consent to the personal jurisdiction of such courts.

COMPLIANCE WITH TESTING RULES

By registering for CSET computer-based testing (CBT), you are agreeing to abide by the Rules of Test Participation and all rules and requirements specified or referenced in the current registration bulletin and communicated to you, orally or in writing, at each test administration for which you have registered.

For computer-based testing, a nondisclosure agreement will be presented to you on the computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current registration bulletin, including the Rules of Test Participation for Computer-Based Testing and the rules communicated to you orally or in writing at the test administration. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.

Rules of Test Participation for Computer-Based Testing

- 1. Compliance:** I understand that I am required to comply with the rules and requirements specified or referenced in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration. I further understand that if I fail to comply with such rules and requirements: (a) my test results may be voided, (b) no refund will be issued, (c) no portion of the testing fee can be applied toward the cost of any future testing fees, (d) I may not be permitted to register for current or future test administrations, (e) my registration may be canceled, (f) I may not be allowed to test, (g) I may be required to test under controlled conditions, and (h) legal proceedings and actions may be pursued as well as any other remedies that the Commission on Teacher Credentialing (CTC) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate. In addition, I understand that test fraud is a ground for denial, revocation, and/or suspension of a teaching or services credential.
- 2. Registration:** I have read and agree to the "Test Fees and Payment Policies" section of the current bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered for the CSET, or if I do not indicate my agreement to abide by all applicable rules, I may not be permitted to register for current or future test sessions and/or my score report may not be produced and/or my test results may be voided.
- 3. Withdrawal or Absence from Test Administration:** I understand that I may withdraw my registration and receive a full refund only if I cancel my test appointment with Pearson VUE no later than 24 hours prior to my scheduled testing time and submit a withdrawal request to Evaluation Systems. If I cancel my test appointment within 24 hours of my scheduled testing time or if I am absent from the administration, I understand that I will receive no refund or credit of any kind.
- 4. Purpose of Testing:** I understand that the tests are administered for the purpose of certification only and are to be taken only by individuals seeking a certification. I certify that I am taking the test(s) for which I have registered for the purpose of certification.
- 5. Identification:** I understand that to be admitted to a test session I must present current, government-issued identification, printed in English, in the name in which I registered, bearing my photograph and signature. I understand that I will be required to provide a digital signature at the test center and that copies of my identification may be made, a palm scan and/or digital photograph may be taken, and a video recording or other security measure will be employed at the administration, which may be used for identity verification. Additional screenings may be required at test center facilities. If I do not have proper identification at the time of my test appointment, I will be denied admission to the test session. If I am refused admission to the test, for any reason, I will be considered absent and will receive no credit or refund of any kind.
- 6. Late Arrival:** I understand that if I arrive after my scheduled testing time, I may be refused admission, in which case I will be considered absent and I will receive no refund or credit of any kind.

7. Test Administration: I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees. I agree to provide a digital signature and/or palm scan, to provide proper identification as specified above, and to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test center, my results may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the CTC and Evaluation Systems.

8. Test Security

- a. **Test Property:** I understand that all test materials and any portion thereof or information relating thereto (referred to below as the "Test Materials") are the sole property of the CTC or Evaluation Systems. I understand that my responses, without the identification of my name, may be used for research, development and implementation of testing programs, scorer training or study materials, or other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as "Notes") reflecting or recording anything about Test Materials from the testing room or copy or reproduce the Test Materials in whole or in part, by hand or with the use of any electronic, or other type of, device of any nature.
- b. **Test Materials:** I understand that I will not be permitted to bring to or to use during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, calculators, calculator watches, calculator manuals, scratch paper, or any other unauthorized aid (collectively referred to below as "Unauthorized Aids"). Throughout the test session, I will have nothing on my desk but the erasable notebooklet and marker provided by the test administrator. However, only answers and the writing samples that I record on the computer will be scored.

I understand that if, despite my foregoing promises and agreements in 8a and 8b above, test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purposes referenced in Rule 1 above. Test administrators, Evaluation Systems, and the CTC are not responsible for Unauthorized Aids or other prohibited material confiscated by them or otherwise turned over by me. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may occur as a result of such a search before my dismissal from the test center. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. If I fail to comply with these conditions, my name will be reported to the CTC and Evaluation Systems; my results may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the CTC and Evaluation Systems.

- 9. Nondisclosure of Test Materials:** Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of ten (10) years from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure, I may be liable in damages for costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.
- 10. Test Session:** I understand that each test session length is as defined in "Test Selection for Computer-Based Testing." After admission to the test center, I may not leave the test center for any reason until I have been officially dismissed and all of my Test Materials have been collected or secured by a test administrator. Once I have finished testing, or at the end of the test session, my test materials will be collected or secured and I will be dismissed. Once dismissed, I must leave the test center and I will not be readmitted.
- 11. Test Results Reporting and Cancellation:** I understand that my test results will be reported to me; to the CTC; and to any other entity or person authorized or required by law to receive this information. My score report will be sent even if I leave the testing room before I finish the test. I understand that any information provided as a part of registration may be used to report results or to contact me regarding test- or program-related issues. Once I am admitted to the test center, I may not cancel my results.
- 12. Voided Results:** I understand that if I fail to comply with the rules and requirements set forth in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration or my results, Evaluation Systems will notify the CTC and other parties as deemed appropriate. The CTC and Evaluation Systems reserve the right to void my test results if, in their sole opinion, there is adequate reason to question their validity or legitimacy due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the CTC and/or Evaluation Systems.
- 13. Rights and Obligations Regarding Test Administration:** I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of test materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test center facilities, the adequacy or accuracy of scoring, the adequacy or accuracy of score reports, the adequacy or accuracy of information provided to me in connection with the CSET program, and the adequacy of protection of examinee information, will be limited to results correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the CTC and Evaluation Systems (including the employees, agents, contractors, or professional advisors of the CTC and Evaluation Systems).
- 14. Program Changes:** I understand that the testing program is subject to change at the sole discretion of the CTC.
- 15. Objection to Procedures:** If, for any reason, I object to the procedures presented in these Rules of Test Participation, I must advise Evaluation Systems, in writing, of the basis of my objection at least eight (8) weeks before the test date for which I wish to register for my objection to be taken under consideration. Under no circumstances may I register if I have such an objection. If I nevertheless object, my registration may be canceled, I may not be permitted to take the test(s), or my results may be voided, unless I withdraw my objection in writing.

- 16. Rules:** I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation. I agree that any legal action arising in connection with my registration for or participation in a test administration shall be brought only in the state and federal courts located in Sacramento, California, or St. Paul, Minnesota, as appropriate, and I consent to the personal jurisdiction of such courts.



REGISTERING TO TEST

REGISTRATION OPTIONS

Registration for CSET computer-based testing is available online only on the CSET Web site (see "Internet Registration for Computer-Based Testing"). Refer to the following table for registration options for paper-based testing.

Registration Method	Registration Period		
	Regular	Late	Emergency
Internet Registration Available 24 hours a day, 7 days a week. Internet registration must be completed by 5:00 p.m. Pacific time on the registration deadline to be eligible for that registration period.	✓	✓	✓
Telephone Registration Open 9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays.	Not Available	✓	✓

If you are required to register by U.S. mail, see "U.S. Mail Registration."

Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration or test results.

Evaluation Systems takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; Evaluation Systems and the CTC (including the employees, agents, contractors, or professional advisors of Evaluation Systems and the CTC); the institution(s) you indicate in your registration; and any institution, entity, or person required or authorized by law to receive this information.

INTERNET REGISTRATION FOR PAPER-BASED TESTING

Registration is available on the Internet 24 hours a day, 7 days a week, **during all registration periods.**

Internet registration periods end at 5:00 p.m. Pacific time on the regular, late, and emergency registration deadlines for each test administration. Registrations submitted after the regular registration deadline will incur additional registration fees, and registration options may be limited.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

If you wish to request alternative testing arrangements, submit your request and any required documentation by mail or fax before the regular registration deadline. See "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form for Paper-Based Testing.

How to register. To register, select "Register Now" on the CSET Web site and follow the instructions provided. If you don't have an account, you will be prompted to create one. See "About *My Account*" for information about creating and using an account. Be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). Enter your name as it appears on your government-issued identification.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. Additional fees apply for late and emergency registration. See "Test Fees and Payment Policies" for complete information about registration fees and payment policies.

Confirmation. After you have completed the Internet registration process, you will be sent an e-mail acknowledging that you have submitted an Internet registration. You are not officially registered for the CSET, however, until you subsequently receive a registration confirmation e-mail. The registration confirmation e-mail will generally be sent within one business day of receipt of your registration information.

After your registration has been processed and you have been assigned to a specific test site, you will receive an admission ticket by e-mail. Print your admission ticket and bring it with you to the test site. You should also print a copy for your records.

INTERNET REGISTRATION FOR COMPUTER-BASED TESTING

Registration for CSET computer-based tests is available online only on the CSET Web site 24 hours a day, 7 days a week.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

If you wish to request alternative testing arrangements, see "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form for Computer-Based Testing.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. See "Test Fees and Payment Policies" for complete information about registration and service fees and payment policies.

You should try to register as early as possible before your desired test date. Due to the amount of time required to process a CSET registration, you may not be able to schedule a test appointment if you register within three calendar days of the day on which you plan to take the test. Test appointments are accepted on a first-come, first-served basis, and seating is limited.

Please note the following restrictions:

- You must wait 45 calendar days before retaking a computer-based test.
- Once you have registered, you must wait until after you have tested to register again for the same computer-based test.

How to register. Registration for computer-based testing is a two-part process with a registration step and a scheduling step.

1. **Registering for the test.** To register, select "Register Now" on the CSET Web site and follow the instructions provided. Registration begins on this Web site, where you will be asked to provide your personal and payment information. If you don't have an account, you will be prompted to create one. See "About My Account" for information about creating and using an account. Be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). Enter your name as it appears on your government-issued identification that you plan to use for admittance to the test center.

Acknowledgment of registration and Authorization to Test. After you have completed the registration process, Evaluation Systems will send you an e-mail acknowledging that you have submitted a registration. Within one business day, Evaluation Systems will e-mail you an *Authorization to Test*. This *Authorization to Test* allows you to schedule a test appointment. Be sure to check the information on your *Authorization to Test* when you receive it. Notify Evaluation Systems immediately if any testing information needs to be corrected.

Your *Authorization to Test* is valid for one year from the date of issue. If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your authorization will expire, and you will receive no refund or credit of any kind.

Retain a copy of your *Authorization to Test* for your records. It contains your examinee ID number, which is required to schedule your test appointment and access your unofficial test results on the Internet.

- 2. *Scheduling your test.*** After receiving your *Authorization to Test* from Evaluation Systems, you must visit the Pearson VUE Web site to select your test date, testing time, and test center. Please note that first-time examinees must create a Pearson VUE Web account before using the Web site to schedule a test appointment and that account setup may require up to 24 hours to process.

Confirmation of scheduled test. After you schedule your test appointment, Pearson VUE will send you an e-mail confirming your test appointment and listing your test date, your testing time, and the address and phone number of the test center, as well as directions to the test center.

U.S. MAIL REGISTRATION

You may register for paper-based testing by mail, if you are required to do so, during the **regular and late registration periods only**. Please note that the registration deadlines are strictly enforced.

For the regular registration period, your registration materials must be **postmarked** by the regular registration deadline. Registration materials **postmarked** after the regular registration deadline must include the late registration fee or they will be returned unprocessed. This may delay your test date or cause you to incur additional registration fees. If your registration envelope bears multiple postmarks, the most recent date will govern.

For the late registration period, your registration form and payment, including the late registration fee, must be **received** no later than 5:00 p.m. Pacific time on the late registration deadline. Registration materials **received** after the late registration deadline will be returned unprocessed regardless of the postmark date. This may delay your test date or cause you to incur additional registration fees.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

If you wish to request alternative testing arrangements, please submit your request and any required documentation by mail with your registration form, or fax it separately, before the regular registration deadline. See "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form.

How to register. To register, complete the registration form by following the instructions listed on the form. The registration form can be ordered on the CSET Web site by selecting "Print Bulletin and Forms (PDF)." (The form and a preprinted envelope will be mailed to you.)

Enter your name as it appears on your government-issued identification. If your address is not in the United States or its territories or possessions, enter "OC" for a state code and enclose a note with your full address legibly printed. If you do not have a United States social security number, leave section 3 blank.

After you have provided and checked all the information on the registration form and then signed the form, mail it along with the correct payment in the envelope provided (see "Procedures for U.S. Mail Registration" below). The registration form is processed by computer; therefore, a photocopied or faxed registration form will not be accepted. See "Test Dates" for the registration deadlines and score report dates associated with each test date.

If you are concerned that you may be mailing your registration materials too close to the late registration deadline, you may choose to use one of the U.S. Postal Service expedited delivery services to ensure that your registration materials arrive at Evaluation Systems on time. The delivery service that you choose **must deliver to a post office box**. See "Contact Information" to obtain the CSET mailing address.

Payment. Payment must be made at the time of registration by personal check, cashier's check, money order, or credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. Personal checks are accepted only during the regular registration period. An additional fee applies for late registration. See "Test Fees and Payment Policies" for complete information about registration fees and payment policies.

Confirmation. You will receive your admission ticket by U.S. mail after you have been assigned to a specific test site. If you have not received your admission ticket one week before the late registration deadline, contact Evaluation Systems.

Notice of Error in Registration

If your registration form is incomplete or illegible or if the correct payment is not enclosed, your registration materials will be returned to you unprocessed with a letter advising you of the error and the deadline by which your corrected materials must be received in order for you to be registered for the administration. This may result in additional registration fees or a delay in your test date, as no corrected registration materials will be accepted after the late registration deadline. If you receive your unprocessed registration materials after the late registration deadline, you may still be able to register during the emergency registration period. However, all emergency registration rules, including the registration options and fees, will apply.

Procedures for U.S. Mail Registration

Complete the following steps to register by U.S. mail:

1. Obtain a registration form, which you may order by selecting "Print Bulletin and Forms (PDF)" on the CSET Web site. Faxed or photocopied registration forms will not be accepted.
2. Review the "Registration Checklist" to ensure that you have the information you need to register.
3. Complete the registration form using a No. 2 pencil and, if you are paying by check or money order, enclose the correct payment in U.S. dollars. If you are applying a voucher toward your fee, include the original voucher in the envelope with your form and payment.
4. Read "Compliance with Testing Rules" and sign your registration form. Your signature must appear on your registration form in order for it to be processed.
5. If you are requesting alternative testing arrangements, include the Alternative Testing Arrangements Request Form for Paper-Based Testing and all required documentation.
6. Affix correct postage to the preaddressed envelope provided. All registration materials must be sent to Evaluation Systems.

TELEPHONE REGISTRATION

You may register for paper-based testing by telephone during the **late and emergency registration periods**.

See "Test Dates" for the registration schedule. Test area selections are limited during the emergency registration period. See "Test Sites" for availability information. Telephone lines are generally busiest at the beginning and end of the day and at the beginning and end of the registration period. You may wish to call at times when the registration telephone lines are less busy or register on the Internet.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

How to register. To register, call (800) 205-3334 or (916) 928-4003, 9:00 a.m.–5:00 p.m. Pacific time, Monday through Friday, excluding holidays. Use your name as it appears on your government-issued identification.

When you call, have a pen or pencil and paper available. You will be given details about your responsibilities and specific information about the test administration, such as your reporting time and the test site address.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. Additional fees apply for late and emergency registration. See "Test Fees and Payment Policies" for complete information about registration fees and payment policies.

Confirmation. After your registration has been processed, you will receive your admission ticket by U.S. mail.

REGISTERING FOR ALTERNATIVE TESTING ARRANGEMENTS

Alternative testing arrangements that are reasonable in the context of this certification test and supported by documentation may be provided for the following examinees who would not be able to take the test under standard conditions:

- Examinees with physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, illness, injury)
- Examinees with disabilities other than physical (e.g., learning disabilities)
- Examinees whose religious practices do not allow them to take tests on Saturdays

All timely and complete alternative testing arrangements requests and accompanying documentation are reviewed on a case-by-case basis upon receipt. In some cases, the submitted documentation may not be sufficient to make a determination regarding the requested accommodation(s) or may not support the requested accommodation(s). Additional information or diagnostic test results may be needed.

Please be aware that your request form and supporting documentation may be shared with the CTC in order to process your request. The documentation will be kept confidential to the extent required by law.

Some alternative testing arrangements can be accommodated at selected test sites only.

Procedure for Requesting Alternative Testing Arrangements

Initial requests for alternative testing arrangements. In all cases, examinees requesting alternative testing arrangements must (a) complete a test registration and submit correct payment, (b) mail or fax a completed Alternative Testing Arrangements Request Form, and (c) mail or fax any required documentation. The Alternative Testing Arrangements Request Form is available to download as a PDF document by selecting "Print Bulletin and Forms (PDF)" on the CSET Web site. Write your name and telephone number on each piece of correspondence you provide.

Subsequent requests for alternative testing arrangements. The **Alternative Testing Arrangements Request Form** must be submitted each time you register. The **first time** that you request alternative testing arrangements, you will need to submit **all of the required documentation** to support your request for accommodations. Evaluation Systems will keep your documentation on file for **one year**. If you register for subsequent test dates within that year, you only need to submit your completed registration, correct payment, and a completed Alternative Testing Arrangements Request Form, as long as your condition and the requested accommodations have not changed.

Some accommodations (e.g., Braille tests) have specialized production requirements associated with them, and more time for production may be required than is available after the regular registration deadline. Although every effort is made to process all requests in a timely manner, the earlier you submit your request, the more time will be available for specialized production, if needed. Certain production requirements may necessitate rolling over your registration to a future test administration.

In some cases, you may be contacted directly to discuss suitable testing arrangements.

Procedures for Paper-Based Testing

Deadline for requests. The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

Requests for additional time. Each test session is designed to allow sufficient time to complete the associated test(s) in the CSET program. Examinees may find the testing session to be more than enough to complete the test, even if they have needed extra time on other tests they have taken in the past. If, however, you have a documented disability and you feel you need extra time for testing, you may submit a request for alternative testing arrangements when you register for the CSET.

Please note that all requests for additional time require appropriate documentation and are subject to approval by the CTC.

Please keep in mind that you may wish to register for fewer subtests per test date, which will allow you to use the second test session for additional time to complete the subtests, providing your request for additional time is approved. Registering for multiple subtests on the same test date limits the additional testing time you can be allowed because testing must be completed within one test administration day (see "Test Selection" for information about subtest availability by test session).

Notification of resolution. Before the test date, you will receive information regarding your request. The resolution of your request for alternative testing arrangements will be sent to you by U.S. mail, even if you register on the Internet and receive a receipt of registration by e-mail. You should contact Evaluation Systems at the time you receive this information if you have any questions or concerns about it. If you have submitted a request for alternative testing arrangements and you have not received written confirmation of your resolution before the late registration deadline, you should contact Evaluation Systems to confirm receipt of your request.

Registering for an Alternative Test Date for Religious Reasons. Alternative test dates may be arranged for people who are registering for paper-based testing and whose religious practices do not allow them to take tests on Saturdays. These alternative test dates may be arranged only for religious reasons and will be scheduled for the Sunday following the regular Saturday test date. Test reporting times may vary for alternative test dates. Alternative test dates are available in the following areas:

Test Area	Code
Chico area	403
Fresno area	404
Humboldt County/Arcata area	401
Orange County/Anaheim area	410
Sacramento area	412
San Diego area	414
San Luis Obispo area	418
Santa Rosa area	420
Woodland Hills area	409

To request an alternative test date, you must

1. complete your test registration and submit the correct payment;
2. submit a completed Alternative Testing Arrangements Request Form for Paper-Based Testing; and
3. submit a signed letter from a member of the clergy, written on that person's professional letterhead, stating that your religious practices prohibit Saturday testing.

The deadline for submission of your Alternative Testing Arrangements Request Form for Paper-Based Testing and supporting letter is the regular registration deadline.

Procedures for Computer-Based Testing

Deadline for requests. Examinees who wish to request alternative testing arrangements for a computer-based administration should register as early as possible in advance of their desired test date because of the additional time needed to process the registration and to schedule the test administration date. After registering, you must mail or fax a completed Alternative Testing Arrangements Request Form for Computer-Based Testing and any required documentation as described below. Most examinees will be contacted regarding the resolution of a request for accommodations within three weeks after the request form and all required documentation have been received.

Requests for additional time. Each test session is designed to allow sufficient time to complete the associated test(s) in the CSET program. Examinees may find the testing session to be more than enough to complete the test, even if they have needed extra time on other tests they have taken in the past. If, however, you have a documented disability and you feel you need extra time for testing, you may submit a request for alternative testing arrangements when you register for the CSET.

Please note that all requests for additional time require appropriate documentation and are subject to approval by the CTC.

Notification of resolution. When you submit a request for alternative testing arrangements, you should wait to receive confirmation of your resolution **before** scheduling your test appointment. If you schedule your test appointment before receiving this confirmation, you will be required to cancel and reschedule it in order to ensure that your accommodations will be appropriately applied. This could result in a delay of your desired test date.

When your request for alternative testing arrangements has been resolved, you will be contacted via e-mail regarding the resolution and given important information about scheduling your test appointment. In order to ensure that your approved accommodations are appropriately applied to your test appointment and available for your testing session, **you must schedule your test appointment by phone.** Test appointments scheduled through the Pearson VUE Web site will not reflect any approved alternative testing arrangements.

Scheduling your test appointment. Once you have received confirmation that your alternative testing arrangements request has been resolved, you must call the Pearson VUE phone number provided to you and identify yourself as a candidate who needs to schedule a test appointment for the CSET with accommodations. If you do not indicate that you have been approved for accommodations at the time that you call to schedule your test appointment, you will be scheduled for a test appointment without your approved accommodations.

When you call to schedule a test appointment, you should be prepared to identify your preferred test date and test center. Please be aware that some accommodations may require up to three weeks prior to the date of your test appointment to make the necessary arrangements for staff, space, and materials. Test appointments are scheduled on a first-come, first-served basis. Please schedule your test appointment as soon as possible after your request has been resolved in order to allow time for such arrangements to be made and to avoid a potential delay in your test date.

Alternative test dates. Computer-based testing is available Monday through Saturday (excluding holidays). For this reason, individuals whose religious practices prohibit Saturday testing are able to independently schedule a test appointment that does not conflict with their religious practices without submitting a request for alternative testing arrangements.

Documentation Requirements and Review of Requests

The following alternative testing arrangements may be requested because of a disability (e.g., visual impairment, hearing impairment, motor disability, illness, injury) and can be accommodated at all test sites:

For paper-based testing:

- Allowance of a medical device (e.g., inhaler) in the testing room
- Frequent breaks (e.g., for those with hypoglycemia or diabetes)
- Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with a visual impairment)
- Use of a pen for a written assignment (e.g., for those with a motor impairment)
- Written copy of the oral directions (e.g., for those with a hearing impairment)

For computer-based testing:

- Allowance of a medical device (e.g., inhaler) in the testing room
- Use of a trackball mouse
- Adjustable table

Please note that all sites are wheelchair-accessible. In addition, all examinees are permitted to take breaks to use the restroom, take medication outside the testing room, etc., without prior approval. Any time taken for these breaks is considered part of the examinee's available testing time.

To request any of the alternative testing arrangements listed above, you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form indicating the nature of and reason for the request.

If you wish to request arrangements other than those listed above, please review the instructions that follow.

Registering for alternative testing arrangements because of a physical disability. If you require arrangements other than those listed above and the alternative testing arrangements are being requested due to a physical disability (e.g., visual impairment), you must

1. complete your test registration and submit the correct payment;
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a licensed professional, written on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment). The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested
 - b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Registering for alternative testing arrangements because of a disability other than physical. If you are requesting alternative testing arrangements due to a disability other than physical (e.g., learning disability), you must

1. complete your test registration and submit the correct payment;
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or attached as separate documentation:
 - A full educational history with complete documentation of special education services, including other disability-related testing modifications, received within the past five years, along with the name, date, and results of the diagnostic test(s) or evaluation(s), designed for purposes other than screening, administered within the past five years, used to document the disability (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

 - Results of a psychological, neuropsychological, or psychoeducational diagnostic test battery, designed for purposes other than screening, administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

 - Results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years

and
 - b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Please note: If your test(s) or evaluation(s) were administered prior to the past five years, a full battery of testing may not be required. Instead, you may wish to consult with a qualified professional to determine which diagnostic test(s) related to your disability would indicate the current functional impact of your disability.

Documentation Checklist

Before submitting your Alternative Testing Arrangements Request Form and any required documentation, use the checklist below and the information above to confirm that your documentation is complete.

You may wish to share this information with the qualified professional with whom you have consulted.

This checklist does not apply to examinees registering for an alternative test date for religious reasons for paper-based testing (see "Registering for an Alternative Test Date for Religious Reasons" above).

All documentation must meet all of the following requirements:

- It must include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability.
- It must include a diagnosis of the disability or disabilities.
- It must include recommended test administration modifications that are specifically related to the disability and that are reasonable within the context of this certification test.

Additionally, if you are requesting alternative testing arrangements because of a disability other than physical, your documentation must meet the following requirements:

- It must include the name, date, and actual results of diagnostic test(s) designed for purposes other than screening. The diagnostic test(s) should
 - be current, i.e., completed within the past five years;
 - demonstrate a significant discrepancy in your performance and your expected capability level;
 - demonstrate the current functional impact of your disability.

Documentation, in itself, does not automatically support the granting of alternative testing arrangements.

Appeal of denial of request for alternative testing arrangements. Evaluation Systems will notify examinees of the determination made with regard to their requests for alternative testing arrangements. You may appeal the denial of some or all of your requests for alternative testing arrangements. Before you submit your appeal, it is suggested that you review "Registering for Alternative Testing Arrangements." This section describes the documentation requirements for different types of alternative testing arrangements requests. If after reviewing the information in this section you still wish to proceed with an appeal of the decision, you may do so by submitting your appeal, in writing, to:

Director of Alternative Testing Arrangements
CSET Program
Evaluation Systems
Pearson
P.O. Box 340880
Sacramento, CA 95834-0880

Telephone: (800) 205-3334 or (916) 928-4048
Fax: (866) 483-6460 or (916) 928-6110

The appeal should include the following information:

- Your name, address, and social security number
- The date of the appeal
- The date of the test administration upon which the appeal is based
- Any documentation, in addition to the documentation that you submitted with your Alternative Testing Arrangements Request Form, that supports your alternative testing arrangements requests
- A brief summary of the reasons why your alternative testing arrangements requests should be granted
- Your signature

Your appeal should be submitted as soon as possible. Please be advised that an appeal may take up to 30 calendar days to resolve. For paper-based testing, an appeal that is received less than 30 calendar days before the test date for which an examinee is registered may not be processed by that date. For computer-based testing, if you schedule your test date before the appeal is resolved and the appeal is later granted, you will be scheduled for a test appointment without your approved accommodations.

After your appeal is reviewed, you will be notified as to whether your appeal has been granted or denied. All appeal determinations are subject to approval of the CTC, and all appeal determinations are final.

CONFIRMING YOUR REGISTRATION FOR PAPER-BASED TESTING

Your Admission Ticket

After your registration has been processed and you have been assigned to a specific test site, you will be sent an admission ticket. Take your admission ticket with you to the test site on the day of the test. Your admission to the test site will be delayed if you do not have your admission ticket.

Your admission ticket lists the personal information you provided when registering as well as testing information, including your

- test selection;
- CSET identification (ID) number;
- test site;
- test date;
- reporting time.

Check the information on your admission ticket when you receive it. Notify Evaluation Systems immediately if any testing information is inaccurate. You may not change your test session or test selection at the test site.

If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About *My Account*" for details. To update your name or social security number, contact the CSET program at (800) 205-3334.

Retain a copy of your admission ticket for your records. It contains your CSET ID number, which is required to access your unofficial test results.

If you lose your admission ticket or have not received your admission ticket by two weeks before the test date, you may request another copy by selecting "My Admission Ticket" on the CSET Web site. You may also use this service to print the admission information you need to be admitted to the test administration.

Confirming Your Registration Status

To confirm your registration status, select "Confirm or Modify Registration" on the CSET Web site, log in to your account, and follow the instructions provided.

Your account lists the CSET test dates for which you are registered, including test area information, the subtest(s) for which you are registered, and, if available, information about the specific test site to which you have been assigned and your reporting time.

If you are unable to verify your registration status on the Internet, contact Evaluation Systems by telephone or by e-mail from the CSET Web site before the regular, late, or emergency registration deadline, as applicable, to avoid additional registration fees. See "Test Dates" for the registration deadlines.

CONFIRMING YOUR REGISTRATION FOR COMPUTER-BASED TESTING

To confirm your registration status for CSET computer-based testing, select "Confirm or Modify Registration" on the CSET Web site, log in to your account, and follow the instructions provided.

Registration confirmation. After your registration has been processed, Evaluation Systems will send you an *Authorization to Test* e-mail. This *Authorization to Test* allows you to go to the Pearson VUE Web site and schedule your test appointment. If you lose your *Authorization to Test* or have not received it within three business days of submitting your registration, contact Evaluation Systems (see "Contact Information").

Test appointment confirmation. After you schedule your test appointment, Pearson VUE will send you a confirmation e-mail listing your test date, your testing time, and the address and phone number of the test center, as well as directions to the test center. If you lose your CSET confirmation or have not received it within three business days of scheduling (or rescheduling) your test appointment, contact Pearson VUE (see "Contact Information").

CHANGING YOUR REGISTRATION FOR PAPER-BASED TESTING

If after registering you wish to modify your registration, you may submit a request on the Internet or send your request to Evaluation Systems by U.S. mail. See "Test Fees and Payment Policies" for information about the fees associated with registration modifications. If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About *My Account*" for details. To update your name or social security number, contact the CSET program at (800) 205-3334.

The following table describes the types of registration changes available, the forms to submit (either on the Internet or by U.S. mail), and the associated deadlines. Follow the instructions below to submit a registration modification request on the Internet or by U.S. mail.

Type of Change	Form to Submit	Deadline
Changing your test date	Change of Registration Request Form for Paper-Based Testing	5:00 p.m. Pacific time on the late registration deadline for either the test date you wish to change from or the test date you wish to change to, whichever is earlier
Changing your test area	Change of Registration Request Form for Paper-Based Testing	5:00 p.m. Pacific time on the late registration deadline for the test date for which you are registered*
Adding a subtest	Test-Add Request Form for Paper-Based Testing	
Changing your subtest selection	Change of Registration Request Form for Paper-Based Testing	
Withdrawing from one or more subtests	Withdrawal/Refund Request Form for Paper-Based Testing	
*Note that if you are changing your test selection to add American Sign Language Subtest I, II, or III; Art Subtest II; Hebrew; Italian; Music Subtest II; or Portuguese, your Internet request must be submitted by 5:00 p.m. Pacific time on the regular registration deadline or your Change of Registration Request Form or Test-Add Request Form must be postmarked by the regular registration deadline.		

Changing your test date. If you request to change your test date, all subtests will be changed from the original test date to the new test date. If you wish to change the test date for some, but not all, of the subtests for which you are registered, first withdraw from the subtests you wish to change. Then, submit a new registration for those tests, selecting the test date of your choice.

Changing your test area. You may request to change the test area for which you are registered; however, such requests are granted based on available space. Requests to change from one testing facility to another in the same test area cannot be honored.

Adding a subtest or changing your subtest selection. You may request to add subtests or change the subtests for which you are registered. If your change in registration results in an overpayment, your refund will be issued approximately five weeks after the test date.

Withdrawing from one or more subtests. Refer to the withdrawal/refund policy in "Test Fees and Payment Policies" for information about withdrawing from one or more tests.

Requesting Registration Modifications on the Internet

To request registration modifications on the Internet, complete the following steps:

1. Select "Confirm or Modify Registration" on the CSET Web site.
2. Log in to your account and request your registration changes by the appropriate deadline. Follow the instructions provided.
3. If payment is required, enter your credit card information when prompted. See "Test Fees and Payment Policies" for more information.
4. Within two business days, confirm that the change you have requested has been processed. See "Confirming Your Registration."

Requesting Registration Modifications by U.S. Mail

To request registration modifications by U.S. mail, complete the following steps:

1. Obtain the appropriate form to complete. All forms are available to download and print by selecting "Print Bulletin and Forms (PDF)" on the CSET Web site.
2. Complete the appropriate form and mail it along with your payment, if required, to the address printed on the form.
3. If a payment is required, submit it with your completed form. Payment must be made by cashier's check or money order.
4. Within two business days of receipt of the request by Evaluation Systems, you may confirm that the change you requested has been processed. See "Confirming Your Registration."

CHANGING YOUR REGISTRATION FOR COMPUTER-BASED TESTING

If after scheduling your test appointment you wish to modify your registration, you may request a modification by following the procedures described below. If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About *My Account*" for details. To update your name or social security number, contact the CSET program at (800) 205-3334.

Changing your test date, test center, or testing time. If you have already scheduled your test appointment and wish to change the date, time, or location of your test appointment, you may reschedule your test appointment on the Pearson VUE Web site at www.pearsonvue.com/cset/. The deadline for rescheduling your test appointment is 24 hours before your scheduled testing time. There is no fee for rescheduling a test appointment.

NOTE: If you have been approved for alternative testing arrangements and need to change the date, time, or location of your test appointment, you must call the Pearson VUE Accommodations Department at the phone number provided in your *Authorization to Test* e-mail to reschedule your test appointment by telephone at least one business day (24 hours) before your scheduled testing time. The Pearson VUE Accommodations Department can be reached between 5:00 a.m. and 5:00 p.m. Pacific time, Monday through Friday, excluding holidays.

Adding a subtest. You may submit a new registration for additional subtests at any time. You will receive a separate *Authorization to Test* and will need to schedule a separate test appointment for each registration submitted.

Changing your test selection. If you wish to change the computer-based test or subtest(s) for which you registered (e.g., if you registered for Multiple Subjects Subtest I but wish to change your registration to Multiple Subjects Subtest II), you must withdraw your registration for the original test/subtest as described below and submit a new registration for the new test/subtest. Please note that your refund for the withdrawn registration will be issued by Evaluation Systems (as a credit to your credit card account) within five weeks of your request.

Candidates who cancel a test appointment lose their original seat; test appointment scheduling for any subsequent registrations is subject to available space at the time of the scheduling. There can be no guarantee that test appointments for new registrations can be rescheduled for the same date or time.

Withdrawing from a test. If you selected multiple subtests when you registered and wish to withdraw from only one of the subtests selected, you must withdraw your entire registration as described below and submit a new registration with a new test selection. Please note that your refund for the withdrawn registration will be issued by Evaluation Systems (as a credit to your credit card account) within five weeks of your request.

Withdrawing your registration. If you have registered for a CSET computer-based test but have not yet scheduled your test appointment, you may withdraw your registration by submitting a completed Withdrawal/Refund Request Form for Computer-Based Testing (see "Print Bulletin and Forms [PDF]" on the CSET Web site).

If you have already scheduled your test appointment, you must first cancel your test appointment on the Pearson VUE Web site at www.pearsonvue.com/cset/. The deadline for canceling your test appointment is 24 hours before your scheduled testing time. Then, to withdraw your registration completely, submit a completed Withdrawal/Refund Request Form for Computer-Based Testing (see "Print Bulletin and Forms [PDF]" on the CSET Web site).

For information about refunds, refer to the withdrawal/refund policy in "Test Fees and Payment Policies."



THE DAY OF THE TEST

REPORTING TO THE TEST SITE FOR PAPER-BASED TESTING

For the morning test session, the reporting time is 7:30 a.m. and the test session will end at approximately 1:15 p.m. Test session schedules vary for CSET: American Sign Language; please refer to your admission ticket for reporting times if you are registered for that examination. Test session reporting times may vary for test sites outside California and for alternative test dates.

Your admission ticket lists your test selection, test site, test date, and reporting time. Please report to the test site no later than your scheduled reporting time. If you have any questions or need information on the day of the test, you may call (800) 205-3334 or (916) 928-4003 from 6:30 a.m. to 10:00 a.m. Pacific time.

On the day of the test, you may wish to dress comfortably in layers. This will allow you to adjust for the temperature at the test site, which may vary and may not be under the control of the test administrators. Please wear soft-soled shoes to help maintain a quiet testing environment. Water bottles may be allowed in the testing room, provided they are clear, do not have a label, have a secure lid, and are stored under your seat, not on your desk, during testing. See "What to Bring to the Test Site for Paper-Based Testing" and "Test Site Rules" for more information.

Enhanced security measures, including additional security screenings, may be required by test site facilities. If an additional screening is conducted, only screened persons will be admitted to the test site. If you do not proceed through the security screening, you will not be allowed to test and you will not receive a refund or credit of any kind.

Late Arrival Policy

It is essential that you report to the test session no later than the time indicated on your admission ticket. If you arrive late to a test session, you may not be admitted. If you are admitted late, you will not be given any additional time beyond the scheduled ending time for the test session, and you will be required to sign a statement acknowledging this.

If the test that you are taking begins with a component for which you are required to listen to an audio recording or watch a video recording, you will not be admitted to the test after the recording has begun playing.

If you arrive late and are not admitted, you will be considered absent and will not receive a refund or credit of any kind. You will need to register and pay again to test at a future administration.

Absentee Policy

If you are absent, you will not receive a refund or credit of any kind. You will need to register and pay again to test at a future administration.

Test Cancellation Policy

In the event that it becomes necessary to cancel a test administration at a test site or sites due to severe weather conditions or a natural disaster (e.g., flood, fire), the cancellation announcement will be posted on the CSET Web site. In addition, the cancellation announcement will be available as a recorded telephone message at (800) 205-3334 and (916) 928-4003. You will be advised by e-mail and U.S. mail as soon as the test administration has been rescheduled.

Unless a test administration at a given test site is officially canceled, the test administration will be conducted as scheduled. If you miss a test administration that has not been officially canceled, you will be considered absent and will not receive a refund or credit of any kind.

REPORTING TO THE TEST SITE FOR COMPUTER-BASED TESTING

Your CSET confirmation lists your test date, testing time, and test center. Please report to the test center **30 minutes before** your scheduled testing time. On the day of the test, you may wish to dress comfortably in layers. This will allow you to adjust for the temperature at the test center, which may vary and may not be under the control of the test administrators. Please wear soft-soled shoes to help maintain a quiet testing environment. See "What to Bring to the Test Site for Computer-Based Testing" and "Test Site Rules" for more information.

As part of the identity verification process, your photograph as well as your digital signature and/or palm scan will be taken at the test center. These will be used only for the purpose of identity verification. If you do not allow your photograph or your digital signature and/or palm scan to be taken, you will not be allowed to test and you will not receive a refund or credit of any kind.

Late Arrival Policy

It is essential that you report for your test appointment no later than the testing time indicated on your CSET confirmation. If you arrive more than 15 minutes late to a test appointment, you may not be admitted. If you arrive late and are not admitted, you will be considered absent and will not receive a refund or credit of any kind. You will need to register and pay again to test on a future date.

Absentee Policy

If you are absent, you will not receive a refund or credit of any kind. You will need to register and pay again to test on a future date.





Test Cancellation Policy

In the event that it becomes necessary to close a test center due to severe weather conditions or a natural disaster (e.g., flood, fire), Pearson VUE will notify examinees by telephone and/or e-mail and will contact you to reschedule your test appointment.

If you miss a test appointment that has not been officially canceled due to a test center closing, you will be considered absent and will not receive a refund or credit of any kind. Contact the test center if you have any concerns or questions on the day of the test.

WHAT TO BRING TO THE TEST SITE FOR PAPER-BASED TESTING

You **MUST** bring the following with you to the test site:

	Your admission ticket
	Several sharpened No. 2 pencils with erasers (no pens or mechanical pencils); pencils will not be supplied at the test site
	See "Test Selection" for information about other items to bring to the test administration for specific subtests.
	Proper identification as described in "Identification Policy" below

For paper-based testing, you **MUST** bring proper identification as described in "Identification Policy" below to the test site on the day of your test. If you do not have proper identification, you will not be admitted to the test and you will not receive a refund or credit of any kind. See "Test Site Rules" for information about what is not allowed at the test site.

As part of the identity verification process for paper-based testing, your thumbprint will be taken at the test site. Thumbprints will be used only for the purpose of identity verification. If you do not provide a thumbprint, you will not be allowed to test and you will not receive a refund or credit of any kind. Note that a thumbprint provided at the test administration does not fulfill the fingerprint requirement for California teacher certification.

If you do not have your admission ticket, please report directly to the Information Table at the test site. You may be required to complete additional paperwork, which may reduce your available testing time.

Identification Policy

You must bring to the test administration a current, government-issued identification printed in English, in the name in which you registered, bearing your **photograph and signature**. Copies will not be accepted.

Acceptable forms of government-issued identification include photo-bearing driver's licenses and passports. The Department of Motor Vehicles provides acceptable photo-bearing identification cards for individuals who do not have a driver's license.

Unacceptable forms of government-issued identification include student and employee identification cards, social security cards, draft classification cards, and credit cards. If you have any questions regarding acceptable photographic identification, call Evaluation Systems before the test date.

If the name on your identification differs from the name in which you are registered, you must bring **official, original** verification of the change (e.g., original marriage certificate, original court order).

If you do not have proper identification as described above, you will be denied admission to the test session. If you are refused admission, you will be considered absent and will not receive a refund or credit of any kind.

WHAT TO BRING TO THE TEST SITE FOR COMPUTER-BASED TESTING

You **MUST** bring proper identification as described in "Identification Policy" below to the test center on the day of your test. If you do not have proper identification, you will not be admitted to the test and you will not receive a refund or credit of any kind. See "Test Site Rules" for information about what is not allowed at the test center.

As part of the identity verification process for computer-based testing, your digital signature will be taken at the test center, and a palm scan and/or a digital photograph may also be taken. These will be used only for the purpose of identity verification. If you do not allow your photograph or your digital signature and/or palm scan to be taken, you will not be allowed to test and you will not receive a refund or credit of any kind.

Identification Policy

You must bring to the test center a current, government-issued identification printed in English, in the name in which you registered, bearing your **photograph and signature**. Copies will not be accepted.

Acceptable forms of government-issued identification include photo-bearing driver's licenses and passports. The Department of Motor Vehicles provides acceptable photo-bearing identification cards for individuals who do not have a driver's license.

Unacceptable forms of government-issued identification include student and employee identification cards, social security cards, draft classification cards, and credit cards. If you have any questions regarding acceptable photographic identification, call Evaluation Systems before the day of the test.

If the name on your identification differs from the name in which you are registered, you must bring **official, original** verification of the change (e.g., original marriage certificate, original court order).




If you do not have proper identification at the time of your test appointment, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will not receive a refund or credit of any kind.

TEST SITE RULES

When you register for the CSET, **you agree to comply with all the rules** set forth in the current registration bulletin, including the Rules of Test Participation (see "Compliance with Testing Rules"), and the rules communicated to you at each test administration for which you are registered.

Violation of test site rules, including the possession or use of prohibited materials during a test administration, may result in the voiding of your test results.










The following are prohibited at the test site:

	Smoking and the use of all tobacco products
	Visitors , including relatives, children, and friends
	Weapons of any kind

Prohibited Materials

DO NOT bring any unauthorized aids or prohibited materials, listed below, with you to the test site. If you do bring any of these materials, you will be required to leave them in a designated area.

For computer-based testing, any personal items that you bring to the test center must be stored in a locker outside of the testing room during the test. This includes watches, wallets, and purses in addition to the prohibited materials listed below.

	Cell phones (possession or use of)
	Electronic communication devices, visual or audio recording or listening devices, or any device with an on/off option , including, but not limited to, MP3 players, PDAs, pagers, computers, CDs, removable storage devices, calculator watches, clocks or watches with alarms, spellcheckers, etc.
	Calculators (except as noted for selected subtests in "Test Selection") and calculator manuals
	Handwritten or printed materials , such as dictionaries, notebooks, scratch paper, textbooks, etc.
	Packages and bags of any kind, such as backpacks, briefcases, etc.
	Hats or headwear , except those being worn for religious or medical purposes
	Food and drink including chewing gum, except for paper-based testing only, water in approved containers as described in "Reporting to the Test Site for Paper-Based Testing"
	Unauthorized aids , such as slide rules, rulers, translation aids, highlighters, etc.
	Unauthorized medical devices , such as inhalers, Epinephrine injections, etc., unless prior approval has been obtained (refer to "Registering for Alternative Testing Arrangements" for more information)

DURING AND AFTER THE TEST FOR PAPER-BASED TESTING

The reporting time for the test session is 7:30 a.m., and the test session will end at approximately 1:15 p.m. Test session schedules vary for CSET: American Sign Language; please refer to your admission ticket for reporting times if you are registered for that examination.

The test session is designed to allow sufficient time for sign-in, distribution of materials, and communication of directions before testing begins, and for completion of the subtest(s) by examinees. Each examination is designed to allow sufficient time for examinees to complete all subtests in a five-hour session. With few exceptions, the subtests are not individually timed, and you may spend as much time as you choose on each subtest. Some examinees may finish testing well before the scheduled ending time of the test session. However, you should be prepared to use the entire test session. You will be allowed no more than the allotted time to complete the subtest(s).

During testing, you may take restroom breaks. Any time that you take for restroom breaks is considered part of the available testing time. You may not leave the testing facility or room in which you have been seated for any purpose (other than to use the restroom, as permitted) until your test materials have been collected and you have been officially dismissed by a test administrator. During the test administration, you may not communicate with other examinees or any unauthorized persons in any way, either in person or by using any communication device.

Should you become ill and unable to finish testing, you may be dismissed before the end of the test session. In this case, your test results will be reported unless you request in writing that your test results be canceled as described in "Canceling or Voiding of Test Results."

Dismissal from the Test

When you have completed testing or when the test session ends, whichever occurs first, your test materials will be collected and you will be dismissed from the test session.

Once you have been officially dismissed from a test session, you must leave the testing facility.

Submitting Comments

The CTC and Evaluation Systems employ stringent quality-control procedures in preparing test materials. However, if you wish to comment about a test question for any reason, notify the Chief Test Administrator at your test site.

If you have comments about the test site or the conditions under which you took a test, please submit your comments in a letter sent to Evaluation Systems at the address indicated in "Contact Information" no later than seven calendar days after your test date.

DURING AND AFTER THE TEST FOR COMPUTER-BASED TESTING

Test sessions are designed to allow sufficient time for sign-in, distribution of materials, and communication of directions before testing begins, and for completion of the test by examinees. See "Test Selection for Computer-Based Testing" for the testing time for each computer-based test. Some examinees may finish testing well before the scheduled ending time of the test session. However, you should be prepared to use the entire test session. You will be allowed no more than the allotted time to complete the test.

During testing, the following procedures apply:

- A nondisclosure agreement will be presented to you on the computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current registration bulletin, including the Rules of Test Participation and the rules communicated to you orally or in writing at the test administration. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.
- You may take restroom breaks. Any time that you take for restroom breaks is considered part of the available testing time. If you leave the testing room at any time during the test (e.g., to take a restroom break), your identification will be checked and/or your palm scan will be taken when you leave and when you re-enter the testing room.
- You may not leave the test center or testing room in which you have been seated for any purpose (other than to use the restroom, as permitted) until you have been officially dismissed by a test administrator.
- During the test administration, you may not communicate with other examinees or any unauthorized persons in any way, either in person or by using any communication device.
- Computer-based testing sessions are monitored at all times by video and audio recording.
- You may not cancel your score.

Dismissal from the Test

When you have completed testing or when the test session ends, whichever occurs first, you will be dismissed from the test session by a test administrator. Once you have been officially dismissed from the test session, you must leave the test center.

Submitting Comments

The CTC and Evaluation Systems employ stringent quality-control procedures in preparing test materials. However, if you wish to comment about a test question for any reason or if you have comments about the test center or the conditions under which you took a test, please submit your comments in a letter sent to Evaluation Systems at the address indicated in "Contact Information" no later than seven calendar days after your test appointment.



OBTAINING YOUR TEST RESULTS

RELEASE OF YOUR TEST RESULTS

Your test results will be reported to you, the CTC, and the institution(s) that you indicated when you registered. Your official score report will be mailed on the score report date published in "Test Dates for Paper-Based Testing" and within two to four weeks of your computer-based test date, depending on the test you take (see "Test Dates for Computer-Based Testing" for score reporting information for each computer-based test).

Your score report is for your information and personal records. Keep the original for your permanent records. Although your test results are reported directly to the CTC, you **should** submit a photocopy of your score report along with your credential application. Your test results are used by the CTC solely for credentialing purposes.

Under some circumstances, test results may be delayed. For example:

- Test results for newly developed or redeveloped tests may be delayed in order to set passing standards. Any such delays are noted in the test information tables in "Test Selection."
- Some individuals' test results may be delayed due to problems with registration or other matters.

In addition, your test results will be delayed if there are problems with your payment, and your test results may be permanently voided if you have any outstanding balance owed by you to Evaluation Systems after a test administration for which you were registered. See "Test Fees and Payment Policies" for more information.

Internet Posting of Unofficial Test Results

Unofficial test results will be available on the Internet at 5:00 p.m. Pacific time on the score report dates listed in "Test Dates for Paper-Based Testing" and within two to four weeks of your computer-based test date, depending on the test you take (see "Test Dates for Computer-Based Testing" for score reporting information for each computer-based test).

For each test date, unofficial test results will be available on the Internet for approximately two weeks. For security reasons, unofficial test results may be viewed **only once** on the Internet during the posting period.

Unofficial test results are available to you on the Internet regardless of your registration method. However, you must provide your date of birth when you register in order to be able to retrieve your unofficial test results. If you register on the Internet, you may also request that your unofficial test results be sent to you by e-mail.

To access your unofficial test results on the Internet, select "Score Reporting" on the CSET Web site and follow the instructions provided. You will be required to provide your CSET identification number, which is found in your account and, for paper-based testing only, on your admission ticket, as well as your date of birth.

Test results are available on the Internet and by e-mail solely to provide you with preliminary, unofficial notification of your passing status as quickly as possible. Unofficial test results sent by e-mail or posted on the Internet are not acceptable substitutes for an official score report.

Official Examinee Score Reports

Your official score report will be sent to you by U.S. mail on the score report date published in "Test Dates for Paper-Based Testing" and within two to four weeks of your computer-based test date, depending on the test you take (see "Test Dates for Computer-Based Testing" for score reporting information for each computer-based test). Your score report will be sent to the address that you provided during the registration process. If you wish to have your score report sent to a different address, you may log in to your account on the CSET Web site and update your contact information before your test date.

For each test you took, your score report provides information about your passing status and other performance information. See "CSET Passing Requirements" for detailed information on the passing requirements for examinations of the CSET.

Your score report is accompanied by an explanation of how to read your score report. A score report explanation is also available by selecting "Score Reporting" on the CSET Web site.

If you have not received your score report two weeks after the score report date, call (800) 205-3334 or (916) 928-4003. Under no circumstances will your official score report information be released in person or by telephone, fax, or e-mail.

REQUESTING A SCORE VERIFICATION

CSET multiple-choice questions are scored by computer using a process that is virtually error free. If you test on or after September 6, 2011, the score verification service for multiple-choice questions is not available.

All written, oral, and video-recorded responses are scored according to standardized procedures. Scorers with relevant professional backgrounds are oriented to these procedures and are carefully monitored during scoring sessions. As part of the scoring process, written, oral, and video-recorded responses are scored by multiple scorers. However, if you wish to have your responses to constructed-response assignments reevaluated, you may request a score verification.

A request for score verification must be made in writing and must include your name, your CSET identification number, the last five digits of your social security number, the test date, and the test(s)/subtest(s) for which you want your score verified. See "Test Fees and Payment Policies" for information about the score verification fee. Payment for score verification must be made by cashier's check or money order only. Your written request and the correct payment must be postmarked within three months (i.e., 90 calendar days) of the **test date** and mailed to Evaluation Systems at the following address:

CSET Program
Evaluation Systems
Pearson
P.O. Box 340880
Sacramento, CA 95834-0880

For CSET: Multiple Subjects, Writing Skills, English, Mathematics, Science, and Social Science, the verification process will take place no later than during the scoring process for the next administration of the test following the receipt of your request. You will be mailed the results of the score verification no later than the score report date of the next administration of the test following the receipt of your request.

For all other examinations, the verification process will take place within 60 calendar days of the receipt of the request.

In the event that the score verification process results in a score alteration, you will be issued a corrected score report, the score verification fee will be refunded, and your records will be updated. If the original score is confirmed, you will be sent a letter indicating that the score has been confirmed. In this case, your score verification fee will not be refunded.

REQUESTING ADDITIONAL COPIES OF YOUR TEST RESULTS

Please note that your testing history, reported as pass/fail status, is available to you through your account on the CSET Web site. See "*About My Account*" for details about creating and using an account.

You may also request additional copies of your test results beginning two weeks after the score report date. Additional copies may be sent to you only. Your request will be processed within one week of its receipt.

To submit your request, log in to your account on the CSET Web site, select "View Testing History," and follow the instructions provided. Or you may instead complete the Test Results Request Form and mail it to Evaluation Systems with the correct payment. This form is available to download as a PDF document by selecting "Print Bulletin and Forms (PDF)" on the CSET Web site.

See "Test Fees and Payment Policies" for information about the fee for obtaining additional copies of your test results. Payment must be made by cashier's check or money order only.

CANCELING OR VOIDING OF TEST RESULTS

Canceling Your Test Results for Paper-Based Tests

The score cancellation service is **not** available for computer-based testing.

If after taking a subtest you do not want your test results reported, you may cancel your test results. Evaluation Systems will cancel your test results upon receipt of

- a completed Score Cancellation Form (available at the test site); or
- a written request (include your name, your signature, the last five digits of your social security number, your CSET identification number, your date of birth, the test date, and the subtests for which you wish to have your test results canceled).

Your cancellation request must be received at Evaluation Systems within seven calendar days of the date on which you took the test. If you choose to cancel your test results, you will not receive a refund or credit of any kind.

If you request that your test results be canceled, your test performance will not be reported to you, to the CTC, or to any institution. Your test results will not be entered into any CSET records; therefore, after the cancellation of your test results, you will not be able to have your test results reported for any purpose.

If you have taken a computer-based test, you are not eligible for the test cancellation service.

Voiding of Test Results by the CTC or Evaluation Systems

If you violate one of the Rules of Test Participation or if doubts are raised about the validity or legitimacy of your registration, your submitted materials for CSET: Music Subtest II or CSET: Art Subtest II (if applicable), or your test results, Evaluation Systems will notify the CTC and other parties as deemed appropriate by the CTC.

Evaluation Systems takes reasonable security precautions in developing and administering examinations of the CSET and in processing test results. The CTC and Evaluation Systems reserve the right to void your test results if in their sole opinion there is adequate reason to question the validity or legitimacy of your test results, due to misconduct (including, but not limited to, a violation of the rules set forth in the current registration bulletin, including the Rules of Test Participation, and the rules communicated to you, orally or in writing, at the test administration) or to circumstances within or beyond your control.

Further action may be taken, including denying, revoking, and/or suspending a teaching or services credential. Other actions, as described in Rule 1 of the Rules of Test Participation, may be taken as deemed appropriate by the CTC and/or Evaluation Systems.



Alternative Testing Arrangements Request Form for Paper-Based Testing

Mail to:
CSET Program
Evaluation Systems
Pearson
P.O. Box 340880
Sacramento, CA 95834-0880

Fax number: (866) 483-6460 or (916) 928-6110

Attn: Alternative Arrangements Coordinator

If you are submitting this form and your documentation by fax, please call (800) 205-3334 or (916) 928-4003 to confirm that all of your faxed materials have been received.

The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the **regular** registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

1. Social Security Number

2. Date of Birth

Month Day Year

3. Name

Last

First

Middle Initial

4. E-mail Address

5. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

6. Telephone Numbers

Daytime

Area Code

Evening

Area Code

7. Test date for which you are registering (check one):

- September 10, 2011
- March 10, 2012
- November 5, 2011
- May 5, 2012
- January 7, 2012
- July 14, 2012

8. Test area for which you are registering (see "Test Areas for Paper-Based Testing"):

Code Area

First Choice

Second Choice

9. Test(s)/subtest(s) for which you are registering (see "Test Selection for Paper-Based Testing" for test codes):

Test Code	Test/Subtest Name
<input type="text"/>	_____
<input type="text"/>	_____
<input type="text"/>	_____

Test Code	Test/Subtest Name
<input type="text"/>	_____
<input type="text"/>	_____
<input type="text"/>	_____

10. Check here if you are requesting a **Sunday administration** because you are unable to take the test at the regularly scheduled Saturday administration due to your religious practices. You must enclose a signed letter from a member of the clergy, written on that person's professional letterhead, stating that your religious practices prohibit Saturday testing. (Proceed to section 15 of this form if your only request is for an alternative test date.)

11. Identify the specific disability for which you are requesting alternative testing arrangements.

12. List the specific alternative testing arrangement(s) that you are requesting.

13. **Documentation** (check one of the following):

- I am requesting an alternative testing arrangement listed below because of a disability. (Medical documentation is not required for the following accommodations.)
 - ❖ Wheelchair-accessible facilities
 - ❖ Allowance of a medical device (e.g., inhaler) in the testing room
 - ❖ Frequent breaks (e.g., for those with hypoglycemia or diabetes)
 - ❖ Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with a visual impairment)
 - ❖ Use of a pen for a written assignment (e.g., for those with a motor impairment)
 - ❖ Written copy of the oral directions (e.g., for those with a hearing impairment)
- I am requesting alternative testing arrangements other than those listed above because of a physical disability (e.g., visual impairment). Therefore, I have enclosed documentation, if required, as indicated in "Registering for Alternative Testing Arrangements."
- I am requesting alternative testing arrangements because of a disability other than physical (e.g., learning disability). Therefore, I have enclosed documentation, if required, as indicated in "Registering for Alternative Testing Arrangements."

14. **Previous alternative testing arrangements** (check one of the following):

- I have not previously been granted alternative testing arrangements for the CSET®.
- For a previous administration of the CSET, I was granted the same alternative testing arrangements as I am currently requesting. Please indicate the most recent test date: _____
- For a previous administration of the CSET, I was granted different alternative testing arrangements from those that I am currently requesting. Please explain and include the test date:

15. I have read the 2011–2012 CSET Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I have completed my test registration and submitted correct payment. I am submitting, together with this completed Alternative Testing Arrangements Request Form for Paper-Based Testing, any required documentation as noted in the bulletin. I understand that the information I provide, including any supporting documentation, may be shared with the CTC in order to process my request. I understand that the deadline for submission of these materials is the **regular** registration deadline and that, because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions.

Signature

Date

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Alternative Testing Arrangements Request Form for Computer-Based Testing

Mail to:
CSET Program
Evaluation Systems
Pearson
P.O. Box 340880
Sacramento, CA 95834-0880

Fax number: (866) 483-6460 or (916) 928-6110

Attn: Alternative Arrangements Coordinator

If you are submitting this form and your documentation by fax, please call (800) 205-3334 or (916) 928-4003 to confirm that all of your faxed materials have been received

Before completing and submitting this form, please begin the registration process online at www.ctcexams.nesinc.com. After you register, mail or fax this form and your supporting documentation to Evaluation Systems. You will be contacted regarding the resolution of your request, usually within three weeks. Once your request has been resolved, you will be able to schedule your test appointment.

1. Social Security Number

2. Date of Birth

Month Day Year

3. Name

Last

First

Middle Initial

4. E-mail Address

5. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

6. Telephone Numbers

Daytime

Evening

Area Code

Area Code

7. Test date preference:

Month Year

8. Test center preference (see "Test Centers for Computer-Based Testing" or www.pearsonvue.com/cset/):

Test Center

City and State

9. Test(s)/subtest(s) for which you are registering (see "Test Selection for Computer-Based Testing" for test codes):

Test Code

Test/Subtest Name

10. Identify the specific disability for which you are requesting alternative testing arrangements.

11. List the specific alternative testing arrangement(s) that you are requesting.

12. **Documentation** (check one of the following):

- I am requesting an alternative testing arrangement listed below because of a disability. (Medical documentation is not required for the following accommodations.)
 - ❖ Allowance of a medical device (e.g., inhaler) in the testing room
 - ❖ Use of a trackball mouse
 - ❖ Adjustable table
- I am requesting alternative testing arrangements other than those listed above because of a physical disability (e.g., visual impairment). Therefore, I have enclosed documentation, if required, as indicated in "Registering for Alternative Testing Arrangements."
- I am requesting alternative testing arrangements because of a disability other than physical (e.g., learning disability). Therefore, I have enclosed documentation, if required, as indicated in "Registering for Alternative Testing Arrangements."

13. **Previous alternative testing arrangements** (check one of the following):

- I have not previously been granted alternative testing arrangements for the CSET®.
- For a previous administration of the CSET, I was granted the same alternative testing arrangements as I am currently requesting. Please indicate the most recent test date: _____
- For a previous administration of the CSET, I was granted different alternative testing arrangements from those that I am currently requesting. Please explain and include the test date:

14. I have read the 2011–2012 CSET Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I have completed my test registration and submitted correct payment. I am submitting, together with this completed Alternative Testing Arrangements Request Form for Computer-Based Testing, any required documentation as noted in the bulletin. I understand that the information I provide, including any supporting documentation, may be shared with the CTC in order to process my request. Because of space, staff, and time constraints, I may not be able to schedule a test appointment with accommodations in my preferred date range. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions.

Signature

Date

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Change of Registration Request Form for Paper-Based Testing

Mail to:
CSET Program
Evaluation Systems
Pearson
P.O. Box 340880
Sacramento, CA 95834-0880

THIS FORM WILL BE RETURNED UNPROCESSED IF IT IS RECEIVED AFTER 5:00 P.M. ON THE LATE REGISTRATION DEADLINE FOR THE EARLIEST TEST DATE SELECTED IN ITEMS 6A AND 6B BELOW, IS NOT SIGNED, OR, IF APPLICABLE, DOES NOT INCLUDE THE APPROPRIATE FEE.

IMPORTANT INFORMATION

- ❖ Use this form if you have already registered and you wish to change the test date, the test area, or subtest(s) for which you originally registered.
- ❖ Change of Registration Request Forms may also be completed and submitted on the Internet at the CSET® Web site.
- ❖ Your request to change your test area is dependent on available space.
- ❖ This form must be **received** by 5:00 p.m. Pacific time on the late registration deadline for the test date you wish either to change to or to change from, whichever is earlier. Please note that some subtests require registration by the regular registration deadline. See "Test Selection for Paper-Based Testing" for further information.
- ❖ To change or correct your address, telephone number, or e-mail address, log in to your account on the CSET Web site and update your information (see "About My Account" for details).
- ❖ To change or correct your name, social security number, or date of birth, you must contact Evaluation Systems (see "Contact Information").

1. Social Security Number

2. ID Number (found in your account and/or admission ticket)

3. Name

Last

First

Middle Initial

4. Address Check here if this address is different from the address on your original registration.

P.O. Box or Street Address

City or Town

State

ZIP Code

5. Telephone Numbers

Daytime

Area Code

Evening

Area Code

Payable by
Money Order
or Cashier's
Check Only

Complete items 6A, 7A, and 8A regardless of the change(s) you want to make.

6A. Test date for which you originally registered (check one):

- September 10, 2011
- November 5, 2011
- January 7, 2012
- March 10, 2012
- May 5, 2012
- July 14, 2012

For items 6B, 7B, and 8B–8E complete only the change(s) in registration you want to make. Refer to "Test Areas for Paper-Based Testing" to ensure that the test(s) for which you are registered are available on the test date and at the test area you are selecting.

6B. New test date: If you are changing your test date, check the new date on which you wish to take the subtest(s) (check only one date).

- September 10, 2011
- November 5, 2011
- January 7, 2012
- March 10, 2012
- May 5, 2012
- July 14, 2012

NOTES:

- If you do not wish to test in the current program year, please submit a Withdrawal/Refund Request Form instead of this form.
- This request will change the test date of **all** subtests you are registered for on the test date indicated in 6A.

7A. Test area you indicated on your registration (see “Test Areas for Paper-Based Testing” for test area codes):

Code	Area
<input type="text"/> <input type="text"/> <input type="text"/>	_____

7B. New test area: If you are **changing** your test area, indicate your new first-choice area at which you wish to test.

Code	Area
<input type="text"/> <input type="text"/> <input type="text"/>	_____

If you are changing your subtest(s) in Section 8 below, review the following information.

- ❖ For subtest names and test codes, refer to “Test Selection for Paper-Based Testing.” For test fees, refer to “Test Fees and Payment Policies.” For test availability information by test date and test area, refer to “Test Areas for Paper-Based Testing.”
- ❖ To determine permissible test combinations for a single test date, refer to the guidelines in “Test Selection for Paper-Based Testing.”

8A. Original Registration. Indicate the test(s)/subtest(s) for which you **originally** registered and calculate your **Original Total Registration Fee**.

	Test/Subtest Name	Test Code	Test Fee
1.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____
2.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____
3.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____
4.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____

Add the fees listed above to obtain your **Original Total Registration Fee**.

Original Total Registration Fee: \$

8B. New Registration. If you are changing your test(s)/subtest(s), indicate the test(s)/subtest(s) for your **new** registration and calculate your **New Total Registration Fee**.

	Test/Subtest Name	Test Code	Test Fee
1.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____
2.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____
3.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____
4.	_____	<input type="text"/> <input type="text"/> <input type="text"/>	\$ _____

Add the fees listed above to obtain your **New Total Registration Fee**.

New Total Registration Fee: \$

8C. If the New Total Registration Fee is higher than the Original Total Registration Fee, subtract the Original Total Registration Fee from the New Total Registration Fee and enter the difference in the boxes in Section 8E below.

8D. If the Original Total Registration Fee is higher than the New Total Registration Fee, you will receive a refund for the difference in registration fees.

8E. Total Payment Enclosed (amount calculated in Section 8C above) \$

9. I have read the 2011–2012 CSET Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I have enclosed a cashier’s check or money order for any difference in test fees payable in U.S. dollars to Evaluation Systems. I understand that this Change of Registration Request Form for Paper-Based Testing must be **received** by Evaluation Systems by the late registration deadline for the test date I wish to change from or wish to change to, whichever is earlier.

**Payable by
Money Order
or Cashier’s
Check Only**

Signature _____

Date _____

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Test-Add Request Form for Paper-Based Testing

Mail to:
CSET Program
Evaluation Systems
Pearson
P.O. Box 340880
Sacramento, CA 95834-0880

THIS FORM WILL BE RETURNED UNPROCESSED IF IT IS RECEIVED AFTER 5:00 P.M. ON THE LATE REGISTRATION DEADLINE FOR THE TEST DATE INDICATED IN SECTION 6, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE PROPER PAYMENT.

IMPORTANT INFORMATION

- ❖ Use this form if you have already registered and you wish to add additional tests/subtests on the same test date.
- ❖ Test-Add Request Forms for Paper-Based Testing may also be completed and submitted on the Internet at the CSET® Web site.
- ❖ This form must be **received** by 5:00 p.m. Pacific time on the late registration deadline for the test date for which you originally registered. Please note that some subtests require registration by the regular registration deadline. See "Test Selection for Paper-Based Testing" for further information.

FEE INFORMATION

The fee for adding a test is the same as the original fee for each test.

CSET: Preliminary Educational Technology	\$99 per subtest
CSET: Single Subjects	
Agriculture, Business, Health Science, Home Economics, Mathematics, Music, Physical Education, Science, and Social Science.....	\$66 per subtest
Art and Industrial and Technology Education.....	\$99 per subtest
English Subtests I, II, III, and IV	\$49.50 per subtest
CSET: Languages Other Than English	
Hebrew, Italian, or Portuguese.....	\$99 per test
Subtests I, II, and III for American Sign Language, Cantonese, French, German, Japanese, Korean, Mandarin, Punjabi, Russian, Spanish, and Vietnamese	\$66 per subtest
Subtests I and II for Arabic, Armenian, Farsi, Filipino, Hmong, and Khmer	\$99 per subtest
Subtest IV.....	\$66
Subtest V.....	\$66

PERSONAL CHECKS WILL NOT BE ACCEPTED; DO NOT SEND CASH.

1. Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last	First	Middle Initial

2. Address Check here if this address is different from the address on your original registration.

<input type="text"/>		
P.O. Box or Street Address		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City or Town	State	ZIP Code

3. Social Security Number

X	X	X	X				
---	---	---	---	--	--	--	--

4. ID Number (found in your account and/or admission ticket)

--	--	--	--	--	--	--	--

5. Telephone Numbers Daytime

Area Code							

Evening

Area Code							

6. Test date for which you are registered (check one date). (Do not use this form to change the test date.)

You must use a Change of Registration Request Form for Paper-Based Testing for that purpose.)

- | | |
|---|---|
| <input type="checkbox"/> September 10, 2011 | <input type="checkbox"/> March 10, 2012 |
| <input type="checkbox"/> November 5, 2011 | <input type="checkbox"/> May 5, 2012 |
| <input type="checkbox"/> January 7, 2012 | <input type="checkbox"/> July 14, 2012 |

**Payable by
Money Order
or Cashier's
Check Only**

7. **Test(s)/subtest(s) to be added** (see test information tables in “Test Selection for Paper-Based Testing” for test codes):

- 1. Test Code Test/Subtest Name _____
- 2. Test Code Test/Subtest Name _____
- 3. Test Code Test/Subtest Name _____
- 4. Test Code Test/Subtest Name _____

Not all tests are offered on every test date or in all test areas. Refer to “Test Areas for Paper-Based Testing” to ensure that the test you wish to add is offered on the test date and at the test area for which you are registered. If you attempt to add a test that is not available on your test date and/or at your test area, you will be notified of your unprocessable request.

Refer to the test information tables in “Test Selection for Paper-Based Testing” for information about test session availability for each subtest.

Any or all subtests within a *single* examination area may be taken in the same test session. Up to three subtests from *different* examination areas may be taken together only if each of the selected subtests is in English, Mathematics, Science, Science (Specialized), or Social Science.

8. **Total Fee Enclosed** \$

(see Fee Information box on previous page)

**Payable by
Money Order
or Cashier's
Check Only**

9. I have read the 2011–2012 CSET Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation, and I certify that I am the person whose name and address appear on this form. I have enclosed a cashier’s check or money order for the applicable test fees payable in U.S. dollars to Evaluation Systems. I understand that this Test-Add Request Form for Paper-Based Testing must be **received** by Evaluation Systems by the late registration deadline for the test date for which I originally registered.

Signature





Date

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Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004

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2011–2012 Paper-Based Testing

Test Date	Regular Registration Deadline 	Late Registration Deadline (additional fee applies)  	Emergency Registration Deadline (additional fee applies)  	Score Report Date (unofficial test results available at 5:00 p.m.)
Sept. 10, 2011	Aug. 12, 2011	Aug. 30, 2011	Sept. 6, 2011	Oct. 11, 2011
Nov. 5, 2011	Oct. 7, 2011	Oct. 25, 2011	Nov. 1, 2011	Dec. 5, 2011
Jan. 7, 2012	Dec. 9, 2011	Dec. 27, 2011	Jan. 3, 2012	Feb. 6, 2012
March 10, 2012	Feb. 10, 2012	Feb. 28, 2012	March 6, 2012	April 9, 2012
May 5, 2012	April 6, 2012	April 24, 2012	May 1, 2012	June 4, 2012
July 14, 2012	June 15, 2012	July 3, 2012	July 10, 2012	Aug. 13, 2012

The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

Note that not all tests are available on all test dates or during all registration periods. See “Test Selection” for information about test availability.

If you are required to register by mail, you may do so during the regular and late registration periods only. To register by mail during the regular registration period, your registration materials must be postmarked by the regular registration deadline. During the late registration period, your registration materials must be received by 5:00 p.m. Pacific time on the late registration deadline.

 **Internet Registration**
All registration periods. To register on the Internet, your registration must be completed by 5:00 p.m. Pacific time on the registration deadline for the period.

 **Telephone Registration**
Late and emergency registration periods only. To register by telephone, call (800) 205-3334 or (916) 928-4003, 9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding the following holidays: September 5, 2011; October 10, 2011; December 26, 2011; January 2, 2012; and July 4, 2012. You must call by 5:00 p.m. Pacific time on the registration deadline for the period.

2011–2012 Computer-Based Testing

Examination	Test Availability	Scores Reported
CSET: Multiple Subjects	Begins September 6, 2011	Wednesday, September 21, 2011 (within four weeks of testing thereafter)
CSET: Writing Skills	Begins September 6, 2011	Friday, September 16, 2011 (within two weeks of testing thereafter)

Computer-based testing for the examinations listed above will be available year-round by appointment, Monday–Saturday (excluding holidays), on a first-come, first-served basis.