

**2011-2012  
Master Plan Verification  
CTEL Exam Voucher Request Form**

**PLEASE PRINT CLEARLY**

<b>FOR MPV USE ONLY</b>
Last Name: _____
Voucher Issued: _____
Voucher Mailed: _____

Name: \_\_\_\_\_

School: \_\_\_\_\_ Location Code: \_\_\_\_\_

Employee number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Daytime contact phone number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**Select the test date for which you are requesting a voucher:**

- November 2011     March 2012     May 2012     August 2012

**You are committing to take the exam on the test date you selected above.**

**Candidate ID:** \_\_\_\_\_ (You will obtain your Candidate ID upon registration for the test at [www.cset.nesinc.com](http://www.cset.nesinc.com). Our office will **NOT** be able to process a voucher request without a Candidate ID.)

**Place a check mark next to the tests for which you are requesting a voucher:**

		<b>FOR MPV USE ONLY:</b>
<b>ALL TESTS</b>	<b>CTEL 1, CTET 2, CTET 3 (Taken on the same test date.)</b>	Entered: _____
<b>CTEL TEST 1</b>	<b>Language and Language Development</b>	Entered: _____
<b>CTEL TEST 2</b>	<b>Assessment and Instruction</b>	Entered: _____
<b>CTEL TEST 3</b>	<b>Culture and Inclusion</b>	Entered: _____

**Please mark the appropriate boxes:**

**My CTET Training Courses were taken through:**

- Los Angeles County Office of Education (LACOE)
- Knowledge Delivery Systems (KDS) Online Courses
- ELL Teacher Pros Online Courses

**My CTET Training Courses were taken during the following semester:**

- Fall 2011     Spring 2011     Fall 2010     Other: \_\_\_\_\_

Upon completion and verification of required training, the voucher number will be sent to your e-mail unless you indicate otherwise. **YOU** are responsible for ensuring that your registration along with the voucher number is complete with NES on or before their registration deadline of the individual test date. LAUSD will **NOT** pay any additional fees or late fees for your registration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this Voucher Request Form via fax at (213) 241-8412 or by school mail to  
Master Plan Verification, Certificated Employment Operations, Beaudry Building, 15<sup>th</sup> Floor.**



### **How to request a CTEL Examination Voucher from Master Plan Verification**

1. Register for and complete an approved CTEL Test Preparation course(s). Make sure the company that you completed your course(s) with sends notification of your completed course(s) to Master Plan Verification.
2. Obtain your Candidate ID by going to the CTEL website [www.ctel.nesinc.com](http://www.ctel.nesinc.com) . You will need to create an account (unless you already have one). You can create an account or log in to your account under “Quick Links” on the lower right hand side of the page.
3. Once you have completed your approved test preparation course(s) and obtained your Candidate ID, you will need to complete the CTEL Exam Voucher Request Form which can be found at <http://www.teachinla.com/mpvu/voucher.html> .
4. Once your request is processed, you will receive an email from Master Plan Verification to the email address that you indicated on your CTEL Exam Voucher Request Form. It will contain voucher number information for you to enter when you go back online to register for your approved CTEL Test or Subtest. You may receive separate voucher numbers for each subtest if you plan to take the examination in parts vs. taking it all at once. The voucher is only valid for the CTEL test/subtests approved by LAUSD.
5. LAUSD will **NOT** register you for the CTEL examination. It is your responsibility to go back in your account with the approved voucher numbers and register for the exam(s) during the testing period indicated. Online registration through the CTEL website is on a first come, first serve basis. LAUSD is **NOT** responsible if your testing date or testing location is not available for the testing period that you selected. It is recommended that you complete your CTEL test preparation courses as soon as possible to allow for course completion verification, voucher processing and for you to complete your registration. It is recommended that you read the 2011-2012 CTEL Registration Bulletin at [www.ctel.nesinc.com](http://www.ctel.nesinc.com) prior to submitting your request for a voucher.
6. A voucher is only valid for the test date/testing period for which it has been issued. If the original voucher was not used, upon request, an updated voucher may be reissued for the new test date/testing period.
7. LAUSD will **NOT** pay any additional fees or late fees for your registration.
8. For information regarding testing accommodations, see the link on the CTEL website [http://www.ctel.nesinc.com/BC17\\_altarrangements.asp](http://www.ctel.nesinc.com/BC17_altarrangements.asp) .