

**APPLICATION DUE DATE: Friday, November 6, 2009**

**MULTIPLE SUBJECTS COURSES**

[www.teachinla.com/smp](http://www.teachinla.com/smp)

**Credentialed elementary teachers with Liberal Arts majors needing to meet subject matter requirements are eligible for free CSET preparation courses and exam waivers.**

**Check Box(es): Two options (among A, B, C, and D below) must be selected below:**

**CSET MS Subtest I: Reading, Language, Literature, History and Social Science**

**Saturdays: 11/14, 11/21, 12/5, 12/12 & 12/19/09**

**A** **Time: 8:00 a.m.-12:15 p.m.**  
**Location: Irving M. S.**

**CSET MS Subtest II: Science and Mathematics**

**Saturdays: 11/14, 11/21, 12/5, 12/12 & 12/19/09**

**B** **Dates: 8:00 a.m.-12:15 p.m.**  
**Location: Irving M. S.**

**CSET MS Subtest III: P.E., Human Development, Visual and Performing Arts**

**Saturdays: 11/14, 11/21 & 12/19/09**

**C** **Dates: 1:00 p.m.-4:00 p.m.**  
**Location: Irving M. S.**

**D** **I am enrolling in only one CSET MS Subtest because I have already passed 2 of 3 CSET MS Subtests. A copy of my CSET score report is being sent with this application as verification.**

**Location(s): Irving MS – 3010 Estara Ave, Los Angeles, CA 90065 ([map](#))**

**Class Fee Waiver Participants**

Participants eligible to receive CSET preparation courses and fee waivers at no cost, must register and take two preparation courses and the corresponding subtest examinations. If you only have one subtest left to pass, you must submit a score report with this application to be eligible for the free course and fee waiver. Applications (and score reports, if applicable) can be faxed to (213) 241-6509.

Name \_\_\_\_\_ Emp # \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

School \_\_\_\_\_ School Phone \_\_\_\_\_

For additional information or questions, call (213) 241-4140 to speak with an advisor.

**SMP Policies**

**Free CSET Preparation Courses and Free CSET Fees –**

The Subject Matter Preparation (SMP) Program will offer CSET preparation courses and fund CSET fees at no cost to the following teachers:

- Elementary/Middle School Core Teachers (Liberal Arts majors) with clear credentials who must meet subject matter competency requirements as mandated by NCLB legislation
- Secondary provisional math or science teachers (does not include those who are obtaining second authorizations in subjects other than the subject currently taught)

CSET preparation courses and CSET fees are offered at no cost under the following conditions:

- Participants must take the corresponding CSET preparation course in order to remain eligible for free CSET registration fees. The CSET must be taken on the next CSET exam date immediately following the preparation course.
- Participants must attend the first two class meetings of each course in order to remain eligible for free CSET exam registration.
- Withdrawing from a CSET examination prior to the exam test date make you ineligible for any future free preparation courses and test vouchers for that specific CSET subtest.
- Participants must arrive no later than the first hour of the first class meeting or they will be dropped from the course. After the first hour of a missed class, you will be dropped from any class/classes for which you are enrolled. Should you fail to attend class during the first class session, you can

I have read, and fully understand all SMP course policies, and will fully abide by these policies.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

still attend the class if there is room to enroll. In order to attend the class, you will need to re-enroll. This would, however, make you ineligible to receive a voucher to take the CSET examination at no cost for that class. This class would also count as one of your three free CSET courses.

- Participants enrolled in a free course who wish to withdraw from the course\* must do so in writing no later than the first hour of the first class. If you drop a class after the first hour, this dropped class will be counted as one of the three courses you are eligible to take at no charge for that specific subtest; and, you will waive your option to the free CSET examination voucher for that test date. In other words, both the course and that exam will be counted as one of your free attempts. \* Elementary/Middle School Core teacher must take a minimum of two CSET preparations to be eligible for the free CSET exam voucher.
- Participants can miss no more than one hour total of class time during the first two class meetings in order to remain eligible for free test fees.
- Participants taking the CSET Multiple Subjects (Elementary/Middle School Core) prep courses and examinations must enroll in a minimum of two (2) CSET prep courses during the same six-week session and take both the corresponding examinations immediately following the prep courses. If the participant has already passed two of the three required subtests, then s/he must submit a valid CSET score report as verification. In such a case, the participant may enroll in the one remaining subtest prep course and then take that exam following the course.
- Participants taking the CSET Single Subject (secondary) prep courses in Math or Science are not required to take more than one preparation course during the same six-week (or seven-week) session. However, if the participant chooses to take more than one prep course during the same session, s/he is required to take all corresponding examinations immediately following the courses.
- Failure to attend the second class session, of any course, will make you ineligible to receive the CSET voucher for that class. For multiple subject participants, you will also be ineligible to receive a CSET voucher for any other CSET exam for that CSET date. You can continue to take the class at no cost but it will be counted as one of the three free class sessions you are entitled to attend. If you choose to retake the class immediately following one session, you will need to pay for the class and pay to take the exam(s) and take the exam(s) you need to take for that session plus provide proof of a non-passing score to be eligible to retake the class and receive a CSET test voucher for the following test session.
- Participants are eligible to take each required CSET prep course three times and attempt each required subtest three times at no cost.
- Participants must show current valid photo identification at the first class meeting before entering the class.
- Participants must sign in (and sign out as required) every class meeting.
- Participants who do not take the examination as registered will forfeit any future vouchers for the subtest they failed to take.
- **Continued program funding of free CSET preparation courses and free CSET exam registration fees**

#### CSET Exam Vouchers

In order to receive CSET examination voucher, participants must attend the first two CSET class meetings and miss no more than one hour total of class time.

CSET exam vouchers will be handed out at the end of the second class meeting. You must complete the CSET registration form at that time and return it to an SMP staff member before leaving class.

If registration form is completed as required and eligibility is verified, the CSET registration forms will be sent to Evaluation Systems of Pearson (ESP) and ESP will forward the admission ticket to the address indicated on the registration form.

SMP staff will review all CSET registration forms to confirm eligibility and completeness. Participants are ultimately responsible for incomplete CSET registration forms. Failure to complete paperwork is cause for denial of voucher for CSET examinations.

LAUSD must be identified as the CSET exam score report recipient; recipient code 708.

Those participants required to take two CSET exams will be provided a registration form at the end of the second meeting of the second class provided that attendance requirements have been met for both courses. Participants must indicate both subtests on one registration form. If the participant does not satisfy all attendance requirements for all required courses, then the registration form will not be submitted for that participant. Participant will be notified of ineligibility.

#### Retakes

Additional course books and materials will not be provided for course retakes.

Participants must provide a valid CSET score report in order to receive a free retake. If the CSET score report is not available in time to enroll for the subsequent course offering, then the participant has the option of waiting for the next session to enroll for a free retake or the participant may pay for the course. If the participant chooses to pay the course fee and later finds that s/he has passed the exam for that subtest, **no refund** will be given.

Participants may not retake a free course for the purpose of earning salary point credit, if they already passed that CSET subtest.

#### Make-ups

Participants are not allowed to make up missed class meetings in subsequent courses.

Participants may not attend another class offered during a different day of the week or different time of day (Saturday classes) for any missed classes.

If any course is taken with the intention of making up any class meeting(s) missed in a previous session, then that course will count as one free retake.

#### Passing Incentives

Once a participant takes a free course s/he is not eligible for a passing incentive.

#### Salary Point Credit Statement

All classes that meet for fifteen (15) hours or more are eligible for salary point credit.

#### Site Requirements

- No food will be allowed in classrooms. Beverages will be allowed.
- Only those enrolled in CSET preparation courses will be allowed on campus.
- No children are allowed at CSET preparation.

I have read, and fully understand all SMP course policies, and will fully abide by these policies.

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Name (print)

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Signature

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Date