



Los Angeles Unified School District  
**SUBJECT MATTER PREPARATION (SMP) PROGRAM**  
 Test Preparation Targeting the CSET **January 9, 2010** Exam

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

**All applications not received prior to the due date must be walked in to our office.  
 Please call (213) 241-4140 to confirm that this class is not closed.**

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

## CSET Multiple Subjects Subtest II:

**Physical Education, Human Development,  
 Visual and Performing Arts**

**Saturdays: 11/14, 11/21, & 12/5/09**  
 1:00 p.m. – 4:00 p.m.

Full Fee: \$200      Subsidized: \$75

**How to Pay: SMP accepts money orders only as payment for courses (no personal checks or cash) payable to “LAUSD.”  
 If paying for more than one course, **separate money orders must be submitted for each course.****

*We appreciate your cooperation with this matter.*

**Send to – Subject Matter Preparation Program, 333 Beaudry Ave., 15th Floor, Los Angeles, CA 90017**  
**YOU ARE NOT OFFICIALLY ENROLLED IN THE COURSE UNTIL WE RECEIVE PAYMENT.**

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

**Subsidized Fee Eligibility: Verified LAUSD Employee      Fee: \$75**

Current LAUSD Employment Title \_\_\_\_\_

**Full Fee Payers: Non-LAUSD Employees      Fee: \$200**

Teacher Applicant in Mathematics, Sciences, English, and Special Education, not yet offered a full-time position

Other (describe) \_\_\_\_\_

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

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

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

**For Office Use Only:**

Date Received/By:	Status Code:	Comments:
Advisor Assigned:	Subject Code:	
Point:	Entered by:	
Date Verified:	Retake      Make-up      Rollover	
Verified by:	Date of Original Course:	

## Subject Matter Preparation (SMP) Program Course **REFUND** Policy

The Subject Matter Preparation (SMP) Program will consider refunds for CSET or RICA courses provided that the following conditions have been met:

- (1) Proof of payment can be verified;
- (2) A refund request in writing must be received no later than the day of the participant's first course attendance; and,
- (3) All course materials have been returned in the same condition as they were distributed.

### New CSET Preparation Course **ATTENDANCE** Policy, in effect now

Anyone who is enrolled in a CSET preparation class and is not in attendance by the end of the first hour of class will forfeit his/her enrollment in the class to someone on the waiting list. In such cases, a full refund will be returned to the participant.

This policy is in effect if the class has been filled to capacity **only** and a waiting list has been established.

### New CSET Preparation Course **WAITING LIST** Policy, in effect now

Those wishing to enroll in a class that has reached its course capacity will be placed on a waiting list. Individuals on the waiting list will be placed in the class in the order they turned in both their applications and money orders.

Those on the waiting list who are at the class site by 8:30 a.m. (or 30 minutes after the scheduled start of a class) will be admitted to the class as openings occur. If an opening for a class occurs and the next person on the waiting list is not at the class site, their name will be moved to the end of the waiting list and the next person on the waiting list will be admitted to class.

### CSET Passing Incentives Attention LAUSD Contracted Teachers:

The Subject Matter Preparation (SMP) Program provides a CSET passing incentive to all LAUSD contracted teachers. This passing incentive is provided on a **one-time** basis to any **fully contracted LAUSD teacher**. The CSET subject matter exam must be in the subject they currently teach and the teacher must have paid for and enrolled in at least one CSET preparation course offered by SMP. In addition, a CSET score report indicating proof of passage of all required subtests must be provided.

Teachers who have taken any free CSET courses are not eligible for the passing incentive.

Please note that some teachers take the CSET preparation courses offered by SMP to add another subject authorization to their credential. These teachers do not qualify for the passing incentive.

Also, substitutes, teacher recruits, long-term substitutes, and paraprofessionals do not qualify for the incentive.

The CSET passing incentive is in the amount of \$216.00. In order to request this passing incentive, please fax your CSET score report to **Michelle Wells** at (213) 241-6509.

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

### 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, fully understand all SMP course policies, and will fully abide by these policies.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date