

**UCI California Teach
CBEST/CSET Registration Fee Payment Policies
2006-07**

The following policies have been adopted for the payment of teaching exams for the 2006-07 academic year. The California Teach staff reserves the right to make any changes to these policies. Students will be notified of changes via email.

ELIGIBILITY

- Sophomores, Juniors and Seniors are eligible for registration fee payment as follows:
 - Sophomores - must have already passed US 5/PS 5/Bio Sci 14 AND have taken or be currently enrolled in PS 105/Bio Sci 101
 - Juniors/Seniors - must have already passed or be currently enrolled PS 5/Bio Sci 14
- Students seeking to have their registration fees paid **MUST** attend a scheduled exam workshop or schedule an individual appointment regarding exam preparation with Bhasha Leonard in the UCI Department of Education (bleonard@uci.edu) prior to requesting fee payment. Please have Ms. Leonard verify your attendance on the form provided.
- Eligible exams include the CBEST and CSET Single Subject examinations in mathematics or science **ONLY**.

REGISTRATION PROCEDURES

After attending an exam workshop or scheduling an individual appointment with Bhasha Leonard:

- **SENIORS** should register online or by phone for the next available CBEST and/or CSET exam dates. Once the exam has been taken, please bring your completed verification form (attached), a copy of your score report, and a copy of your credit card statement reflecting the charges for the exam fees to Elvia Salas. Please allow 6-8 weeks for reimbursement.
- **SOPHOMORES/JUNIORS** must bring the following items to Elvia Salas for processing by the due dates below:
 - completed verification form (attached)
 - completed CBEST and/or CSET registration form(s)

CBEST Exam Date	CA Teach Registration Deadline
April 14, 2007	February 2, 2007
June 16, 2007	April 6, 2007

(please see reverse)

CSET Exam Date	CA Teach Registration Deadline
May 19, 2007	March 9, 2007
July 21, 2007	May 11, 2007

* Please note that the CA Teach registration deadlines are much earlier than the posted deadlines for the exams. The registration fees for Sophomores and Juniors are paid by our program ahead of time. Students will receive their test tickets in the mail. Once scores are received, you are required to bring a copy to Elvia Salas as proof that you took the test.

PENALTY FOR MISSED EXAMS

- Should a student fail to take an exam that the program has paid for, he/she will not be eligible to have exam fees paid again for a period of one year. Further, any student who fails to take an exam that the program has paid for will have the full cost of the exam deducted from any stipend he/she is to receive at the end of the year from California Teach.

FAILED EXAMS

- If a student fails a portion of an exam, or an entire exam, he/she is eligible for ONE make-up paid for by California Teach. Students who wish to have a make-up exam paid for must show proof that they have taken measures to prepare for the make-up exam. Examples include:
 - Attending additional study sessions with Bhasha Leonard
 - Taking a course in the topic area
 - Attending test prep sessions at the Orange County Department of Education

*Please consult with California Teach staff to make sure that your course of action meets this requirement.

**UCI California Teach
CBEST/CSET Registration Fee Verification
2006-07**

Student Name: _____ Date: _____

Year in School: _____ Major: _____

Exam to be taken (please check as appropriate):

- CBEST
- CSET Single Subject Math - circle section(s): I II III
- CSET Single Subject Science - circle section(s): I II III IV

Exam Date: _____

Have you participated in a workshop/session with Bhasha Leonard? (circle one): yes no

Workshop/session date: _____

Signature from Bhasha Leonard: _____

SENIORS: Your exam fees are reimbursed to you. After you take your exam, please submit copies of your exam score and credit card receipt to Elvia Salas.

All California Teach Students who receive the benefit of having their CBEST and/or CSET registration fees paid by the program are required to submit a copy of their scores to the program staff. Your individual score will not be shared with anyone outside of the UCI California Teach program, and any score data will only be used or reported in the aggregate.

I understand and agree to the policy above.

Signature: _____ Date: _____

*** Please remit this form with your completed CBEST or CSET registration form to Elvia Salas for processing by the deadline established in the Policies.**