

**CTEL**<sup>®</sup>  
California  
Teacher of  
English Learners<sup>®</sup>



## **2011–2012 REGISTRATION BULLETIN**

**Beginning November 2011, the CTEL Examination will be administered as a computer-based test only. Testing will be available during four testing windows for the 2011–2012 program year.**

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

**[www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com)**



**COMMISSION ON  
TEACHER CREDENTIALING**  
*Ensuring Educator Excellence*

Copyright © 2011 Pearson Education, Inc. or its affiliate(s). All rights reserved.  
Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004

California Teacher of English Learners, CTCL, and the CTCL logo are trademarks, in the U.S. and/or other countries, of the Commission on Teacher Credentialing and Pearson Education, Inc. or its affiliate(s).

Bilingual, Crosscultural, Language and Academic Development Examinations, BCLAD, and the BCLAD logo are trademarks, in the U.S. and/or other countries, of the Commission on Teacher Credentialing and Pearson Education, Inc. or its affiliate(s).

California Basic Educational Skills Test, CBEST, and the CBEST logo are trademarks, in the U.S. and/or other countries, of the Commission on Teacher Credentialing and Pearson Education, Inc. or its affiliate(s).

California Subject Examinations for Teachers, CSET, and the CSET logo are trademarks, in the U.S. and/or other countries, of the Commission on Teacher Credentialing and Pearson Education, Inc. or its affiliate(s).

RICA, Reading Instruction Competence Assessment, and the RICA logo are trademarks, in the U.S. and/or other countries, of the Commission on Teacher Credentialing and Pearson Education, Inc. or its affiliate(s).

Pearson and its logo are trademarks, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).



## WHERE TO FIND IT









---

<b>Contact Information</b>	ii
<b>About the CTEL</b>	
Program Overview	1
What's New in 2011-2012?	2
English Learner and Bilingual Authorization Requirements	3
CTEL Examination Passing Requirements	5
Preparing for the Test	6
<b>Before You Register</b>	
Registration Checklist	7
About My Account	8
Test Selection	9
Test Dates	10
Test Centers	11
Test Fees and Payment Policies	12
Institution Codes	14
Background Questions	15
Compliance with Testing Rules	18
<b>Registering to Test</b>	
Internet Registration	22
Registering for Alternative Testing Arrangements	24
Confirming Your Registration	29
Changing Your Registration	30
<b>The Day of the Test</b>	
Reporting to the Test Center	31
What to Bring to the Test Center	32
Test Center Rules	33
During and After the Test	35
<b>Obtaining Your Test Results</b>	
Release of Your Test Results	36
Requesting a Score Verification	37
Requesting Additional Copies of Your Test Results	38
Voiding of Test Results by the CTC or Evaluation Systems	39
<b>Forms</b>	



## 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 further information.

? If you have questions regarding:	? If you have questions regarding:
<ul style="list-style-type: none"> <li>• Test registration</li> <li>• Registration procedures</li> <li>• Score reports</li> </ul> <p><b>Contact: The CTEL Program</b></p> <p> <a href="http://www.ctcexams.nesinc.com">www.ctcexams.nesinc.com</a></p> <p> <b>CTEL Program</b> Evaluation Systems Pearson P.O. Box 340880 Sacramento, CA 95834-0880</p> <p> <b>(866) 851-3815</b> or <b>(916) 928-4002</b> 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><b>Fax:</b> (866) 483-6460 or (916) 928-6110</p> <p><b>Teletypewriter (TTY):</b> (866) 483-6461 or (916) 928-4191</p>	<ul style="list-style-type: none"> <li>• CTEL policies</li> <li>• CTEL test requirements</li> <li>• California Certification</li> </ul> <p><b>Contact a credential analyst at your California college, university, county office of education, or school district or submit your questions to:</b></p> <p><b>Commission on Teacher Credentialing (CTC)</b></p> <p> <a href="http://www.ctc.ca.gov">www.ctc.ca.gov</a></p> <p> <b>State of California</b> <b>Commission on Teacher Credentialing</b> Information Services 1900 Capitol Avenue Sacramento, CA 95811-4213</p> <p> If you have questions regarding <b>credentialing requirements</b>, submit your message by e-mail to <a href="mailto:credentials@ctc.ca.gov">credentials@ctc.ca.gov</a>.</p> <p>If you have questions regarding <b>specific test policies</b>, submit your message by e-mail to <a href="mailto:exams@ctc.ca.gov">exams@ctc.ca.gov</a>.</p>
? If you have questions regarding:	
<ul style="list-style-type: none"> <li>• Scheduling computer-based test appointments</li> </ul> <p><b>Contact: Pearson VUE</b></p> <p> <a href="http://www.pearsonvue.com/ctel/">www.pearsonvue.com/ctel/</a></p> <p> <b>(800) 989-8532</b> 5:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays</p>	

The CTC does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, or disability in employment or in the provision of services.



# ABOUT THE CTEL

## PROGRAM OVERVIEW

### About the Testing Program

California Education Code Sections 44253.3 and 44253.4 require the Commission on Teacher Credentialing (CTC) to issue authorizations that allow the holder to provide specialized instruction to English Learners (EL). In addition to the Crosscultural, Language, and Academic Development (CLAD™) Certificate, the new authorizations are the English Learner Authorization and the Bilingual Authorization. Section 44253.5 requires the CTC to develop and administer examinations on which a teacher can demonstrate competence in the knowledge and skill areas necessary for effective teaching of English Learners (EL). With expert advice from California educators and others, the CTC has developed the California Teacher of English Learners® (CTEL®) Examination for that purpose. The CTC has contracted with the Evaluation Systems group of Pearson to administer the examination.

### About the Test

The CTEL Examination is composed of three separate subtests. The subtests 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. The purpose of this examination is to help identify candidates for certification who have demonstrated the level of knowledge and skills required to effectively teach English Learners.

Each CTEL Examination subtest is designed to measure a specific set of knowledge and skills. All of the knowledge and skills were defined in conjunction with committees of California educators. Test materials matched to the knowledge and skills were developed using, in part, textbooks, California K–12 Student Academic Content Standards and curriculum frameworks, and CTC program standards. The materials were developed through consultation with California teachers, teacher educators, and other content and assessment specialists.

Refer to the following table for a description of each of the CTEL Examination subtests. The specific knowledge and skills assessed on each subtest are available on the CTEL Web site by selecting "Study Guide."

Subtest	Subtest Description
CTEL 1: Language and Language Development	This subtest covers (1) language structure and use and (2) first- and second-language development and their relationship to academic achievement. This subtest consists of 50 multiple-choice questions and one essay.
CTEL 2: Assessment and Instruction	This subtest covers the assessment of English Learners, the foundations of English language and literacy development and content instruction, and approaches and methods for English language development and content instruction. This subtest consists of 60 multiple-choice questions and two essays.
CTEL 3: Culture and Inclusion	This subtest covers culture and cultural diversity and their relationship to academic achievement and culturally inclusive instruction. This subtest does not focus on any specific cultural group and consists of 40 multiple-choice questions and one essay.

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

## WHAT'S NEW IN 2011–2012?

Beginning November 2011, the CTEL will be available for computer-based testing during four testing windows annually on a first-come, first-served basis. Each window contains six days available for testing. Computer-based testing is offered at numerous test centers in California and over 225 test centers nationwide.

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

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

# ENGLISH LEARNER AND BILINGUAL AUTHORIZATION REQUIREMENTS

## 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. Specifically 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 more information about earning an English Learner Authorization or a CLAD Certificate, refer to the CTC's Web site at [www.ctc.ca.gov](http://www.ctc.ca.gov).

## 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
- Punjabi
- Russian
- Spanish
- Vietnamese

## English Learner Authorization Requirements

To earn an English Learner Authorization or a CLAD Certificate, you must

1. have an appropriate prerequisite credential or permit;
2. satisfy the second-language requirement;
3. satisfy one of the following:
  - have passed within the last five years all three CTEL Examination subtests;
  - have passed within the last seven years CLAD/BCLAD Tests 1, 2, and 3 (these tests are no longer given and can only be used toward the Bilingual Authorization);
  - have completed 12 upper division or graduate semester units or 18 upper division or graduate quarter units of appropriate CLAD coursework (this option has been phased out as of January 31, 2008; refer to the CTC's Web site at [www.ctc.ca.gov](http://www.ctc.ca.gov) for more information);
  - have passing scores on the CTEL Examination combined with completed course work determined by a CTC-approved CTEL program at a regionally accredited college or university (refer to the CTC's Web site at [www.ctc.ca.gov/educator-prep/approved-programs.html](http://www.ctc.ca.gov/educator-prep/approved-programs.html) for a list of approved programs).

These three requirements can be satisfied in any order. Each is described more fully on the CTC's Web site at [www.ctc.ca.gov](http://www.ctc.ca.gov).

## Bilingual Authorization Requirements

The CTEL Examination may be used to satisfy a portion of the requirements for the Bilingual Authorization. For complete information on certification requirements, please refer to the CSET® Web site at [www.cset.nesinc.com](http://www.cset.nesinc.com).

## CTEL EXAMINATION PASSING REQUIREMENTS

To pass the CTEL Examination, an examinee must pass all three subtests. Each subtest is scored separately. For each CTEL Examination subtest, an individual's performance is evaluated against an established standard. The passing score for each subtest was established by the CTC based on recommendations from 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 essay section), the weighting of each section, and the scaling of that score. Raw scores are converted to a scale of 100 to 300, with a scaled score of 220 representing the minimum passing score.

There are no requirements that you take or pass one particular subtest before taking or passing another subtest. Once you pass a subtest, you need not retake that subtest unless your test results have exceeded the time limit to apply for certification. Passing scores on CTEL Examination subtests must be used toward certification within five years of the test date on which they were achieved.

### Retaking the CTEL Examination

There is no limit to the number of times you may take the CTEL Examination subtests to achieve a passing score. However, a passing score for an individual subtest must be achieved on a single day. Performance on sections of a subtest cannot be combined across test administrations. Each time you wish to retake a subtest, you must reregister and take that entire subtest again. **Please note that you can take each CTEL subtest only once during each testing window and you must wait 45 calendar days before retaking a subtest.**

# PREPARING FOR THE TEST

## Study Guide

The CTEL Examination Study Guide is a resource provided to assist examinees with their test preparation. It is available on the CTEL Web site by selecting "Study Guide." The CTEL Examination Study Guide is organized into five sections as follows:

**Section 1: Preparing for the CTEL Examination.** This section provides strategies and suggestions on how to prepare for the test, a general overview of how the test questions are structured and scored, and helpful hints to assist you on the day of the examination.

**Section 2: CTEL Examination Knowledge, Skills, and Abilities (KSAs).** This section includes the CTEL program KSAs, which are the knowledge, skills, and abilities deemed important for California public school teachers to have in order to provide instruction to English Learners. The KSAs are organized by domain, competency, and descriptive statements. Each domain represents a main content area of the examination. The domains serve to structure the content for both test preparation and reporting purposes. Each domain is made up of competencies. The competencies are the key elements of each domain. The descriptive statements further define each competency. Descriptive statements provide more detailed information about the content that may be assessed with each competency.

**Section 3: Sample Test Questions for CTEL 1: Language and Language Development.** The CTEL Examination consists of three separate subtests, each composed of both multiple-choice and constructed-response questions. Each subtest is scored separately. This section of the CTEL Examination Study Guide provides information about CTEL 1: Language and Language Development, including a description of the test structure, sample test directions, sample multiple-choice questions and annotated responses, and a sample constructed response question with sample responses and scoring information.

**Section 4: Sample Test Questions for CTEL 2: Assessment and Instruction.** This section of the CTEL Examination Study Guide provides information about CTEL 2: Assessment and Instruction, including a description of the test structure, sample test directions, sample multiple-choice questions and annotated responses, and sample constructed response questions with sample responses and scoring information.

**Section 5: Sample Test Questions for CTEL 3: Culture and Inclusion.** This section of the CTEL Examination Study Guide provides information about CTEL 3: Culture and Inclusion, including a description of the test structure, sample test directions, sample multiple-choice questions and annotated responses, and a sample constructed response question with sample responses and scoring information.

## Tutorials for Computer-Based Testing

**CBT Tutorial Preview.** Examinees taking the CTEL Examination 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 CTEL Web site.

**Pearson Professional Centers Tour.** The Pearson Professional Centers Tour gives examinees taking the CTEL Examination a virtual tour of a Pearson Professional Center. It includes a video and floorplan to help acquaint the examinee with the Pearson Professional Centers testing experience. Select "Tutorials for Computer-Based Testing" on the CTEL Web site to view this tour.



# BEFORE YOU REGISTER

## REGISTRATION CHECKLIST

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

<b>1. Review your registration options.</b>	
Task	Refer to:
Select the subtest(s) you want to take.	"Test Selection"
Select a test date.	"Test Dates"
Select a test center.	"Test Centers"
See "Internet Registration" for the steps involved in registering online.	"Internet Registration"
<b>2. Prepare your payment.</b>	
Payment must be made by credit, debit, or check card (VISA or MasterCard only), as described in "Test Fees and Payment Policies."	
<b>3. Gather the personal information you need to register.</b>	
When you register for the CTEL Examination, you will be asked to provide the following information:	
<ul style="list-style-type: none"> <li>• Name (use your legal name that appears on your government-issued identification)</li> <li>• Address</li> <li>• Daytime telephone number</li> <li>• U.S. social security number</li> <li>• Date of birth</li> <li>• E-mail address</li> <li>• Ethnicity (optional)</li> <li>• Gender (optional)</li> </ul>	
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.	
<b>4. Review the background questions.</b>	
When you register for the CTEL Examination, 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.	
<b>5. Review the Rules of Test Participation.</b>	
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 CTEL 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.

The screenshot shows the 'My Account' page for the California Educator Credentialing Examinations. At the top left is the CTC logo and the text 'CALIFORNIA Educator Credentialing Examinations'. Below this is a navigation bar with links for Home, Test Registration, After You Register, Personal Information, and Log Out. The main content area displays 'Home > My Account Home' and a welcome message 'Welcome, Sample' with an ID Number of 99999999. There are three columns of links: 'Test Registration' (Register to Test, View Registrations), 'After You Register' (Confirm or Modify a Registration, Request Admission Ticket, View Testing History), and 'Personal Information' (View Your Information, Update Your Information, Change Your Password, View Financial Status).

[Trademarks](#) | [Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)

Copyright © 2011 Pearson Education, Inc. or its affiliate(s). All rights reserved.  
Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004

### Create an Account

If you have already created an account through the CBEST, CPACE, CSET, MIAE, or RICA Web site, you do not need to create a new account through the CTEL Web site. You may create an account on the CTEL 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 CTEL Web site at any time. Or, when you access online test and registration services such as "Register Now" or "Confirm or Modify Registration," 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 CTEL 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 CTEL program at (866) 851-3815). You can manage your account when it is convenient for you to do so, 24 hours a day, 7 days a week.

## TEST SELECTION

Beginning November 15, 2011, CTEL Examination subtests are offered only on computer. You may register to take one or all three subtests in a single test session. The testing times for the registered subtest(s) are as follows:

Subtest	Testing Time*
CTEL 1: Language and Language Development	105 minutes (1.75 hours)
CTEL 2: Assessment and Instruction	165 minutes (2.75 hours)
CTEL 3: Culture and Inclusion	90 minutes (1.5 hours)
CTEL 1, CTEL 2, and CTEL 3	360 minutes (6 hours + 45-minute break)**

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

\*\*If you take all three CTEL Examination subtests at the same test session, the subtests are administered as follows:

- CTEL 1
- CTEL 3
- Break (up to 45 minutes)
- CTEL 2

Once you complete CTEL 3, you may take a break of up to 45 minutes. You are not required to break for the full 45 minutes; you may opt to begin CTEL 2 at any time during the scheduled break. If you take more than the 45 minutes provided, any additional break time will be deducted from the testing time allotted for CTEL 2. After the break, you will not be able to return to CTEL 1 and/or CTEL 3.

## TEST DATES

The CTEL Examination is available during four testing windows annually on a first-come, first-served basis. Each window contains six days available for testing.

Testing Period	Testing Window						Score Report Date
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
November 2011	Nov. 15 (Tue.)	Nov. 18 (Fri.)	Nov. 19 (Sat.)	Nov. 21 (Mon.)	Nov. 22 (Tues.)	Nov. 23 (Wed.)	December 14, 2011
March 2012	March 15 (Thurs.)	March 16 (Fri.)	March 17 (Sat.)	March 19 (Mon.)	March 20 (Tues.)	March 21 (Wed.)	April 11, 2012
May 2012	May 17 (Thurs.)	May 18 (Fri.)	May 19 (Sat.)	May 21 (Mon.)	May 22 (Tues.)	May 23 (Wed.)	June 13, 2012
August 2012	Aug. 17 (Fri.)	Aug. 18 (Sat.)	Aug. 20 (Mon.)	Aug. 21 (Tues.)	Aug. 23 (Thur.)	Aug. 24 (Fri.)	September 14, 2012

Registration for the CTEL Examination is available online only; select "Register Now" on the CTEL Web site. You should try to register as early as possible before your desired test date, as seating is limited. You may view seat availability at [www.pearsonvue.com/ctel/](http://www.pearsonvue.com/ctel/). 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. If this happens, you may need to schedule your test appointment during the next available testing window.

Note that you may not take a CTEL subtest more than once in any 45-calendar-day period.

## TEST CENTERS

Computer-based testing 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/ctel/](http://www.pearsonvue.com/ctel/) 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

### CTEL Examination Fees

Test and Registration Fees	
CTEL Examination (all three subtests in a single test session)	\$238
CTEL Subtest Fees (separate test sessions):	
CTEL 1: Language and Language Development	\$91
CTEL 2: Assessment and Instruction	\$140
CTEL 3: Culture and Inclusion	\$91
Additional Service Fees	
Change of registration	no fee
Additional copy of test results (per copy)	\$10
Score verification	\$50
Fee to clear an account (for example, due to a disputed credit card charge)	\$20

### Withdrawal/Refund Policy

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

**If you have registered for the CTEL Examination 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, available to download and print by selecting "Print Bulletin and Forms (PDF)" on the CTEL Web site.

**If you have already scheduled your CTEL Examination** 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/ctel/](http://www.pearsonvue.com/ctel/). If you wish to withdraw your registration after canceling your test appointment, complete and submit a Withdrawal/Refund Request Form, available to download and print by selecting "Print Bulletin and Forms (PDF)" on the CTEL Web site. If you cancel your test appointment 24 hours before your scheduled testing time, you will receive a full refund of all testing fees paid.

## Payment Methods

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

The fees for other services requested by mail (a score verification and an additional copy of your test results) 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 have any outstanding balance owed by you to Evaluation Systems after a test administration for which you were registered, all of your test results 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.

## INSTITUTION CODES

**Institutions to receive test results.** When you register for the CTEL, you may identify up to three institutions (colleges or universities) 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

### California State University

University	Code
California State University—Chico	306
California State University—Long Beach	316
California State University—Northridge	322
California State University—San Marcos	328
California State University—Stanislaus	330

### University of California

University	Code
University of California—Berkeley	400
University of California—Los Angeles	406
University of California—Riverside	408
University of California—San Diego	410

### Private Institutions

Institution	Code
Alliant International University	584
Azusa Pacific University	500
Brandman University	513
Loyola Marymount University	536
National Hispanic University	544
Point Loma Nazarene University	572
Stanford University	582
University of La Verne	586
University of Phoenix	589
University of Redlands	590
University of San Diego	592

## BACKGROUND QUESTIONS

When you register for the CTEL Examination, 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.

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 CTEL Examination. 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.

### Bilingual Teacher Training Program

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

If you have received BTTP training for any of the CTEL Examination 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

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

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

## Preparation: Hours of Inservice Training

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**

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

## COMPLIANCE WITH TESTING RULES

By registering on the Internet for the CTEL Examination, you are agreeing to abide by the current 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 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

- 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 for which I have registered for the CTEL Examination, 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. Eligibility to Test:** I understand that I may take the CTEL Examination only if I have earned, at minimum, a high school diploma, a GED, or the equivalent, or 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 CTEL Examination 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 CTEL Examination as stated in this rule, I understand that I may request clarification by contacting the CTEL program coordinator at the CTC, who will advise me.
- 5. Purpose of Testing:** I understand that the tests are administered for the purpose of teacher certification only and are to be taken *only* by individuals seeking teacher certification. I certify that I am taking the test(s) for which I have registered for the purpose of teacher certification.
- 6. 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 site and that copies of my identification may be made, a palm scan and/or a 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.

7. **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.
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 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 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 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, 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, scratch paper, or any other unauthorized aid (collectively referred to below as "Unauthorized Aids"). Throughout the test session, I will have nothing at my workstation but the erasable notebooklet and marker provided by the test administrator. I may use the erasable notebooklet provided for any intermediate work I need to do to answer specific questions. 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 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 above. Test administrators, Evaluation Systems, and the CTC are not responsible for Unauthorized Aids or other prohibited material confiscated by test administrators 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 score 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. 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.
- 11. Test Session:** 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 completed the test(s), 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. If I am taking all three CTEL Examination subtests on one day, I will be dismissed for a 45-minute break by a test administrator after completion of CTEL 3. I will be readmitted to the test center to complete CTEL 2.
- 12. Test Results Reporting and Cancellation:** I understand that my test results will be reported to me; to the CTC; to the institution I indicate during registration; and to any other 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 a part of registration may be used to report test results or to contact me regarding test- or program-related issues. Once I am admitted to the test center, I may not cancel my test results.
- 13. 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 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 its 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.
- 14. 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 CTEL program, and the adequacy of protection of examinee information, will be limited to score 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).
- 15. Program Changes:** I understand that the testing program is subject to change at the sole discretion of the CTC.
- 16. 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 test results may be voided, unless I withdraw my objection in writing.

- 17. 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

### INTERNET REGISTRATION

Registration for the CTEL Examination is available on the Internet 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.

You should try to register as early as possible before your desired test date. Due to the amount of time required to process a CTEL 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 may take each subtest only once per testing window.
- You must wait 45 calendar days before retaking a CTEL subtest.
- Once you have registered, you must wait until after you have tested to register again for the same CTEL subtest(s).

**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 fees and payment policies.

**How to register for the CTEL Examination.** Registration for the CTEL Examination 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 CTEL 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 for the CTEL Examination for which you registered. 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.

## Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for the 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, as appropriate (including the employees, agents, contractors, or professional advisors of Evaluation Systems and the CTC); and any entity or person required or authorized by law to receive this information.

## 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)

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 the Alternative Testing Arrangements Request Form and supporting documentation that you submit 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 may be accommodated at selected test centers only.

### Procedures 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 CTEL Web site. Write your name and telephone number on each piece of correspondence you provide. You should try to request alternative testing arrangements as early as possible. Due to the amount of time required to process a request, you may not be able to schedule a test appointment for your desired test date.

**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.

**Requesting alternative arrangements.** Examinees who wish to request alternative testing arrangements should register as early as possible in advance of their desired testing window because of the additional time needed to process the registration and to schedule the test appointment. After registering, you must mail or fax a completed Alternative Testing Arrangements Request Form 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.

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 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 CTEL 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 your 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.

**Requests for additional time.** The testing time is designed to allow sufficient time to complete the CTEL. 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 CTEL. Please note that testing must be completed within one test administration day and that all requests for additional time require appropriate documentation and are subject to approval by the CTC.

## Documentation Requirements and Review of Requests

**Arrangements not requiring prior approval.** All test centers 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.

**Arrangements requiring prior approval.** 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 centers:

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

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; and
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; and
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 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.

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

Telephone: (866) 851-3815 or (916) 928-4002  
Fax: (916) 928-6110 or (866) 483-6460

The appeal should include the following information:

- Your name, address, and social security number
- The date of the appeal
- Your desired testing window
- 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. 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 the approval of the CTC, and all appeal determinations are final.

**Alternative test dates.** The CTEL is available during testing windows that include a range of weekdays (see "Test Dates"). For this reason, individuals whose religious practices prohibit Saturday testing may be able to independently schedule a testing appointment that does not conflict with their religious practices without submitting a request for alternative testing arrangements. If you are unable to schedule an appointment that does not conflict with your religious practices, please contact Evaluation Systems to discuss your needed arrangements.

## CONFIRMING YOUR REGISTRATION

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

**Authorization to Test.** 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").

**Registration 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 CTEL registration 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

If after registering or 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 CTEL program at (866) 851-3815.

**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/ctel/](http://www.pearsonvue.com/ctel/). 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 CTEL 1 but wish to change your registration to CTEL 2), 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 to take all three CTEL subtests during a single session 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 the CTEL Examination but have not yet scheduled your test appointment, you may withdraw your registration by submitting a completed Withdrawal/Refund Request Form (see "Print Bulletin and Forms [PDF]" on the CTEL 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/ctel/](http://www.pearsonvue.com/ctel/). 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 (see "Print Bulletin and Forms [PDF]" on the CTEL 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 CENTER

Your CTEL 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 Center" and "Test Center 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 CTEL 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 CENTER

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 Center Rules" for information about what is not allowed at the test center.

**As part of the identity verification process, 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 palm scan, photograph, or digital signature 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 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 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 receive no credit or refund of any kind.

## TEST CENTER RULES

When you register for the CTEL Examination, **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 center 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 center:

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

## Prohibited Materials

**DO NOT** bring any unauthorized aids or prohibited materials, listed below, with you to the test center. Any personal items that you do 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.

	<b>Cell phones</b> (possession or use of)
	<b>Electronic communication devices, visual or audio recording or listening devices, or any device with an on/off option</b> , including, but not limited to, MP3 players, PDAs, pagers, computers, CDs, removable storage devices, calculator watches, clocks or watches with alarms, spellcheckers, etc.
	<b>Calculators</b> and calculator manuals
	<b>Handwritten or printed materials</b> , such as dictionaries, notebooks, scratch paper, textbooks, etc.
	<b>Packages and bags</b> of any kind, such as backpacks, briefcases, etc.
	<b>Hats or headwear</b> , except those being worn for religious or medical purposes
	<b>Food and drink</b> , including chewing gum
	<b>Unauthorized aids</b> , such as slide rules, rulers, translation aids, highlighters, etc.
	<b>Unauthorized medical devices</b> , 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

Test sessions are designed to allow sufficient time for sign-in, distribution of materials, communication of directions before testing begins, and for completion of the subtest(s). See "Test Selection" for the testing times for each CTEL subtest and for the entire CTEL Examination. 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, 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 or for the scheduled 45-minute break if taking the entire CTEL Examination) 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.

Once you begin the CTEL Examination, you may not cancel your test 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.

If you take all three subtests, you may take a break for up to 45 minutes. You will be dismissed for your break by a test administrator after the completion of CTEL 3 (for the administration schedule of the entire CTEL Examination, see "Test Selection"). After you have been officially dismissed for your break, you may 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 date.



## OBTAINING YOUR TEST RESULTS

### RELEASE OF YOUR TEST RESULTS

Your test results will be reported to you and the CTC. Your official score report will be mailed on the score report date published in "Test Dates." Keep the original for your permanent records. Your test results may be delayed due to problems with registration or other matters.

#### 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 each posting period, 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. When you register, you may 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 CTEL Web site and follow the instructions provided. You will be required to provide your CTEL identification number, which is found in your account, and your date of birth.

Test results are provided 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." 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 CTEL Web site and update your contact information.

For each subtest you took, your score report provides information about your passing status and other performance information. See "CTEL Examination Passing Requirements" for detailed information on the passing requirements for CTEL Examination subtests.

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 CTEL Web site.

If you have not received your score report two weeks after the score report date, call (866) 851-3815 or (916) 928-4002. Under no circumstances will your official score report information be released in person or by telephone, fax, or e-mail.

## REQUESTING A SCORE VERIFICATION

The CTEL multiple-choice questions are scored by computer using a process that is virtually error free. If you test on or after November 15, 2011, the score verification service for multiple-choice questions is not available.

All responses to constructed response items 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, constructed responses are scored by multiple scorers. If you wish to have your constructed responses reevaluated, you may request a score verification.

A request for score verification must be made in writing and must include your name, your CTEL identification number, the last five digits of your social security number, and the test date and indicate the 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:

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

If you are requesting score verification, the score verification process will take place within 60 calendar days of the receipt of the request. You will be mailed the results of the score verification.

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 CTEL 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 and are available for up to five years after the test date. Please allow two to four weeks from the receipt of the request for delivery.

To submit your request, log in to your account on the CTEL Web site, select "View Testing History," and follow the instructions provided. Or you may 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 CTEL 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.

## **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 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 the CTEL Examination 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



**Mail to:** CTEL 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 (866) 851-3815 or (916) 928-4002 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](http://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(s)** for which you are registering (check all that apply):
- CTEL 1: Language and Language Development
  - CTEL 2: Assessment and Instruction
  - CTEL 3: Culture and Inclusion

8. **Test center preference** (see "Test Centers" or [www.pearsonvue.com/ctel/](http://www.pearsonvue.com/ctel/)):

---

Test Center City and State

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

---

---

---

---

---

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

---

---

---

---

---

11. **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 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 as indicated in "Registering for Alternative Testing Arrangements."

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

- I have not previously been granted alternative testing arrangements for the CTETL® Examination.
- For a previous administration of the CTETL Examination, I was granted the same alternative testing arrangements as I am currently requesting. (Indicate the most recent test date: \_\_\_\_\_)
- For a previous administration of the CTETL Examination, I was granted different alternative testing arrangements from those that I am currently requesting. (Please explain, and include the test date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_)

13. I have read the 2011–2012 CTETL 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, 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







## 2011–2012 TESTING WINDOWS

Testing Period	Testing Window						Score Report Date
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
November 2011	Nov. 15 (Tues.)	Nov. 18 (Fri.)	Nov. 19 (Sat.)	Nov. 21 (Mon.)	Nov. 22 (Tues.)	Nov. 23 (Wed.)	December 14, 2011
March 2012	March 15 (Thurs.)	March 16 (Fri.)	March 17 (Sat.)	March 19 (Mon.)	March 20 (Tues.)	March 21 (Wed.)	April 11, 2012
May 2012	May 17 (Thurs.)	May 18 (Fri.)	May 19 (Sat.)	May 21 (Mon.)	May 22 (Tues.)	May 23 (Wed.)	June 13, 2012
August 2012	Aug. 17 (Fri.)	Aug. 18 (Sat.)	Aug. 20 (Mon.)	Aug. 21 (Tues.)	Aug. 23 (Thur.)	Aug. 24 (Fri.)	September 14, 2012