

COMMISSION FOR TEACHER PREPARATION AND LICENSING

1020 O STREET
SACRAMENTO 95814



November 12, 1982

82-8307

TO: All Individuals and Groups Interested in the Activities
of the Commission for Teacher Preparation and Licensing

FROM: John F. Brown, Executive Secretary

SUBJECT: Who is Required to take the CBEST? Where and When Will
the CBEST be Administered? And Other CBEST Related
Questions and Answers.

NEXT TEST DATE	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
DECEMBER 18, 1982	NOVEMBER 22, 1982	DECEMBER 1, 1982

(other administration dates for 1982-83 are shown on page 12)

Background:

We have received more inquiries regarding the California Basic Education Skills Test (CBEST) than any issue in recent memory. Who has to take the test? When, where and how will the test be administered? How does the test impact on the reciprocity contract? The purposes of this coded correspondence are:

- to provide answers to many of the questions we have been asked over the past several months;
- to provide general information on such issues as test content, test scoring, where to write or phone for additional test information, location of test sites, and dates of test administration.

The answers provided in this coded correspondence are based on our present interpretation of the proposed Title 5 Regulation. The proposed Title 5 Regulation was sent to you in coded correspondence 82-8306 UPDATE, of October 13, 1982, with notice of a Public Hearing set for 1:30 p.m. on December 2, 1982. The Public Hearing will be a part of the Commission's December meeting that will be held at the Mansion Inn, 16th and "H" Streets, in Sacramento.

In this correspondence, each of the nine subsections of the proposed Title 5 Regulation is boxed for purposes of identification and clarity and followed by questions and answers pertinent to the specific subsection.

PROPOSED TITLE 5 REGULATION

80071.4 (a) After January 31, 1983, every applicant for credential, permit, certificate, supplementary authorization or added authorization, that has not been awarded previously, or for the renewal of an emergency credential shall be required to have obtained a passing score on the California Basic Educational Skills Test (CBEST). The requirement does not apply for upgrading a credential from preliminary to clear or clear to life.

1. Question - What does the phrase "issue initially any credential, permit, certificate, supplementary authorization, or added authorization" mean?

Answer - As specified in the proposed Title 5 Regulations cited above, this means the Commission's action to issue an authorization the person did not previously hold. See list on page 3 for specific examples.

2. Question - Will CBEST be required for someone who meets reciprocity requirements?

Answer - Yes. Before being issued a credential under reciprocity, the applicant must pass CBEST. Because CBEST is not considered an academic requirement, this is in accordance with our reciprocity contract.

3. Question - How does the Commission plan to implement the phrase "or for the renewal of an emergency credential"?

Answer - The initial issuance or renewal of any emergency credential or permit after 1-31-83 will require the applicant to take and pass the CBEST.

4. Question - Does the date "after January 31, 1983" apply to the fee date, the filing date, the completion date of the program, or the issuance date of the credential?

Answer - The issuance date of the credential. (Please be aware that because of the revision of Title 5, Section 80440 concerning dating regulations, any application not submitted to CTPL within six months of the filing date will have an issuance date determined by CTPL's fee date.)

5. Question - Given the requirement that all applicants for an emergency credential or permit take and pass the CBEST; and given SB 1740, that requires, for Emergency Credentials, a baccalaureate degree or a declaration of insufficient qualified personnel by the governing board of the district, how are county offices to handle the renewal of the emergency credentials for 30-day substitute teaching?

Answer - The counties can continue to issue the 30-day substitute teaching credentials. They will need to submit with each 41-SUB application document:

- a. items specified in Title 5, Section 80025(c)*
- b. verification that the individual has passed CBEST*
- c. verification that the individual holds a baccalaureate degree, or that the individual has 90 semester units and a declaration from the governing board of the district stating that there is an insufficient number of qualified candidates.*

More detailed correspondence regarding this will be included with orders for 41-SUB applications.

6. Question - Can the Certificate of Clearance be issued before CBEST is passed?

Answer - Yes. This decision was made at the November, 1982 Commission meeting.

7. Question - Can you give me specific examples of which applicants are required to take the CBEST?

Answer - See following chart.

ON/AFTER 2-1-83 APPLICANT FOR:	CREDENTIAL HELD PRIOR TO 2-1-83 BY THE APPLICANT	IS THE APPLICANT REQ'D TO TAKE & PASS THE CBEST	
		YES	NO
(1) Preliminary Multiple Subject or Single Subject Credential	None	X	
(2) Clear Multiple Subject or Single Subject Credential	None	X	
(3) Clear Multiple Subject or Single Subject Credential	Preliminary Multiple Sub- ject or Single Subject Credential		X
(4) Life Multiple or Single Subject Credential	Clear Multiple or Single Subject Credential		X
(5) Certificate of Clearance	None		X
(6) Internship (Teaching) Credential	None	X	
(7) Internship (Administration) Credential	Basic teaching, or health services, or library services, or designated subject with B.A.	X	
(8) Administrative Services Cred.	o Internship credential	X	
	o Basic teaching, health, library, clinical rehab services, or designated subjects with a B.A.	X	
(9) Supplementary Authorization	Single Subject	X	
(10) Supplementary Authorization	Multiple Subject	X	
(11) Single Subject (English) [This example applies to all 16 statutory Single Subjects]	Single Subject (Social Sci)	X	
(12) Adding a minor to a partial standard secondary	Partial Standard Secondary	X	
(13) Adapted Physical Education	Basic teaching credential that authorizes the teach- ing of physical education	X	
(14) Bilingual Certificate of Competence	Basic teaching credential	X	

APPLICANT FOR:	CREDENTIAL NOW HELD BY THE APPLICANT	IS THE APPLICANT REQ'D TO TAKE & PASS THE CBEST?	
		YES	NO
(15) Resource Specialist Certificate of Competence	Special Education	X	
(16) Library Services Credential	Basic Teaching Cred.	X	
(17) Special Instruction Credential (special education, bilingual early childhood education, agriculture, mathematics, health services or reading)	Basic Teaching Cred.	X	
(18) Health Services (school nurse)	None	X	
(19) Health Services (school nurse)	Preliminary health Services (school nurse)		X
(20) School Psychology	Pupil Personnel Serv.	X	
(21) Pupil Personnel Services	None	X	
(22) Renewal of Provisional Children's Center Permit	Provisional Children's Center Permit		X
(23) Preliminary or Clear Multiple Subject [The example applies to all 8 emergency documents]	Emergency Long-term Multiple Subjects	X	
(24) Administrative Services (by recommendation)	Administrative Services (by examination)		X
(25) Preliminary Multiple/Single Subject	Partial Standard Elementary/Secondary that was allowed to lapse and renewal requirements weren't met	X	
(26) Limited Adult Education in writing (same academic authorization)	Ryan Designated Subjects Adult Education, part-time in writing		X
(27) Regular Adult Education in Social Science (same academic authorization)	Ryan Designated Subjects, Adult Education, Full-time in Social Science		X
(28) Regular Adult Education in Physical Science (different/broader academic authorization)	Ryan Designated Subjects Adult Education, Full-time in chemistry.	X	
(29) Clear Learning Handicapped	Expired preliminary Learning Handicapped		X
(30) Clear Learning Handicapped	Expired preliminary Learning Handicapped plus current or expired Emergency Learning Handicapped		X

PROPOSED TITLE 5 REGULATION

80071.4 (b) Pursuant to Education Code Section 44252(b) (1) (2), applicants for the following credentials are exempt from this requirement:

(1) a credential to be issued solely for teaching adults in an apprenticeship program; and

(2) a credential for an adult education designated subject other than an academic subject.

1. Question - Education Code 44252(b) gives the Commission the option to exempt the above population from the CBEST requirement. Is the Commission going to exercise this option?

Answer - Yes. Applicants for the Designated Subjects Adult Education Credential authorizing the teaching of adults in an apprenticeship program, and applicants for the Designated Subjects Adult Education credential authorizing the teaching of non-academic subjects are exempt from CBEST.

2. Question - Does an application for a credential to be issued solely for teaching adults in an apprenticeship program need to include information not required for other adult education credential applications?

Answer - Yes, the application will need to include a letter verifying the assignment from the Apprenticeship Standards Division of the Department of Industrial Relations. The division headquarters is at 525 Golden Gate Avenue, San Francisco, CA 94101, (415) 447-1700 and there are numerous field offices throughout the state

3. Question - For proposed Title 5 Section 80071.4 (b) (2), which of the subjects listed on regular adult education credentials are considered "other than academic"?

Answer - Academic subjects shall include but not be limited to: basic education, English, mathematics, social science, physical science and life science. Examples of "other than academic subjects" are arts and crafts, business education, communications, health and safety, health occupation, home economics, parent education, public administration, vocational training.

PROPOSED TITLE 5 REGULATION

80071.4 (c) Pursuant to Education Code Section 44252(b) (3), applicants who are credentialed or can meet the requirements for a credential in another state and apply to the Commission after January 31, 1983 and before July 1, 1984 will be issued a one year non-renewable emergency credential until they have passed the CBEST. This credential will, however, be issued only upon receipt of written verification from a district that the individual is an applicant for employment and has passed the Basic Skills Proficiency Test developed by the district.

1. Question - Education Code Section 44252 (b) (3) only refers to teaching credentials. Is the one-year nonrenewable emergency (OYNRE) credential available for teaching and service credentials?

Answer - Title 5 Section 80071.4 as proposed, allows the OYNRE for all types of teaching and service credentials.

2. Question - Under what conditions will a person credentialed in another state be issued a one-year nonrenewable emergency (OYNRE) credential?

Answer - The applicant must have met the following conditions to qualify for the one-year nonrenewable emergency credential:

- a. Completed an out-of-state approved professional preparation program for a credential comparable to the requested California credential;*
- b. Completed all other minimum requirements for this type of credential; and*
- c. Passed a basic skills test developed and administered by the employing district.*

3. Question - Does the individual have to have a program out-of-state or just hold and/or qualify for a credential out-of-state?

Answer - These individuals also must have completed their professional education program, or its equivalent, outside of California.

4. Question - Will applicants from reciprocity states be treated differently than applicants from non-reciprocity states?

Answer - Not in terms of issuance of the OYNRE credential. Both populations can receive this credential, and will have to pass CBEST to obtain the preliminary or clear credential.

5. Question - Does the out-of-state credential have to authorize the same area as the OYNRE credential?

Answer - Yes. The out-of-state and OYNRE credential authorizations must be basically the same.

6. Question - Does the out-of-state credential have to be currently valid?

Answer - No, it does not.

7. Question - Will the OYNRE credential be available to publicly funded private schools, head start, CYA, state hospitals . . . ?

Answer - Yes, the OYNRE credential will be an option available to any California employer who by law must employ certificated personnel.

8. Question - Will these OYNRE credentials expire on June 30th and January 31st?

Answer - No. The OYNRE credentials will be valid to the first of the following month, one full calendar year from date of issuance.

9. Question - Will these OYNRE credentials be restricted to the requesting school district?

Answer - Yes, because that specific district has established the need and administered the district basic skills examination.

10. Question - Can an individual change districts on a OYNRE credential?

Answer - Yes, with a release from the old district, an OYNRE credential employment statement from the new district and the required \$20.00 fee. The need for taking another district basic skills test will be determined by the new employer. The new document will have the same expiration date as the initial OYNRE credential.

11. Question - For teachers who meet the reciprocity agreement and who receive a OYNRE Multiple Subject or Single Subject credential what would they be eligible for once they pass CBEST?

Answer - They can apply for the 5-year preliminary Multiple Subject or Single Subject on the basis of reciprocity. Or, they can apply for the clear if they have completed the approved 5th year, substance abuse, mainstreaming requirements and have secured the college's recommendation.

12. Question - For those teachers who do not meet the reciprocity agreement and who receive a OYNRE Multiple Subject or Single Subject credential what would they be eligible for once they have passed CBEST?

Answer - They can apply for the one-year preliminary Multiple Subject or Single Subject credential on the basis of their out-of-state program or experience. When they receive their OYNRE credential, they will also receive an evaluation letter for the 5 year preliminary. If they pass CBEST and satisfy all the requirements checked on their evaluation letter, they can apply for the 5 year preliminary. Taking it one step farther, if they satisfied all academic requirements plus secured a college's recommendation, they could apply for the clear.

13. Question - What credential would the Commission issue to an out-of-state applicant who meets the requirements for an emergency Learning Handicapped credential on the basis of holding or being eligible for an out-of-state Special Education credential, but has not yet passed the CBEST?

Answer - The Commission would issue the OYNRE Learning Handicapped credential.

14. Question - For the individual described in question 13 above who received a OYNRE Learning Handicapped credential, when will the 6 semester units needed for renewal be required?

Answer - The individual, upon passing the CBEST, will qualify for the initial issuance of the Learning Handicapped emergency credential. The six semester units will then be required for the renewal.

15. Question - When an applicant needs a credential which requires a prerequisite credential, such as the Administrative Services, must he also apply for that prerequisite credential?

Answer - Yes. In this case, the Commission would require 2 applications, 2 OYNRE credential employment statements, 2 fees, plus all other supporting material. Both documents would be issued as OYNRE credential.

16. Question - What test should the district administer?

The choice of the test is entirely up to the district. The purpose of the test is to screen applicants so the one(s) employed will have the best possible chance of passing CBEST.

PROPOSED TITLE 5 REGULATION

80071.4 (d) Pursuant to Education Code Section 44253, applicants for a vocational designated subjects credential will be given a one year preliminary or internship credential until they have passed the CBEST.

1. Question - Which applicants are eligible for the one year preliminary or internship credential prior to passing the CBEST?

Answer - Only applicants for the one year preliminary Designated Subjects Vocational Education credential.

2. Question - When will the individual need to pass CBEST?

Answer - For credentialing purposes, the CBEST must be passed before the 4 year extension of the preliminary can be granted.

PROPOSED TITLE 5 REGULATION

80071.4 (e) An applicant for any credential, permit, certificate, or supplementary authorization shall be required to have passed the CBEST only once, regardless of the time that has elapsed between the date of passing the test and the date of the application.

1. Question - Must an applicant take and pass the CBEST each time he/she applies for an initial authorization?

Answer - No. An individual needs to pass the CBEST only once.

2. Question - For some of the other examinations, the passing scores must be used for credentialing purposes within 5 years of the date the test is passed. Will this also be true for CBEST?

Answer - No. Once CBEST is passed, the passing score can be used indefinitely.

PROPOSED TITLE 5 REGULATION

80071.4 (f) The Commission will administer this test at least three times in a calendar year, and at appropriate times during the year so that school district and/or county superintendents will be able to identify a list of people qualified to meet their ordinary needs for substitute teachers.

1. Question - Is the Commission planning to offer CBEST only 3 times a year?

Answer - No. The test is being offered four times this year. It will never be offered fewer than three times, and may be offered as often as five times a year in the future. The number of times it is offered in the future will depend on the demand for the test and the funds available to the Commission from the test fees established by law.

2. Question - Does this mean that superintendents will be given a list of individuals that pass CBEST?

Answer - No, this would not be allowed because of the privacy act. This section means that the test dates will be established so the results are sent to the individuals prior to, rather than after, the major hiring periods during the school year.

PROPOSED TITLE 5 REGULATION

80071.4 (g) The Commission will arrange for a special administration of the test within ten working days of receipt of written verification by the local education agency governing board that the conditions specified below have been met. Arrangements for special administrations will not be made until this written verification has been received.

(1) Substitutes must be found for at least 25 percent or forty of the teaching staff, whichever is the larger number, at one time.

PROPOSED TITLE 5 REGULATION (CONT.)

(2) The district or county agrees to provide space suitable for the test administration, and to provide administrative support in identifying qualified examination proctors and in accomplishing the test registration process.

(3) The district or county agrees to reimburse the Commission for all necessary costs of a special administration that are in excess of those recovered by the applicant test fee that is specified by law.

(4) The district or county agrees not to require the credential applicant to pay any of these excess costs.

(5) The district or county agrees to be responsible for all publicity on any special administration of the CBEST.

1. Question - Will a school district be able to administer the CBEST themselves?

Answer - No. The Commission must protect the security of the test; it is costly and time consuming to develop a new edition of the examination if the first should be insecure.

2. Question - What can the districts do if there are a large number of teachers out because of say a flu epidemic?

Answer - Local district boards are encouraged to develop a pool of substitute teachers who have passed CBEST. But in cases of emergencies where at least 25 percent or 40 of the teaching staff, whichever is the larger number, are absent at one time, the district can request a special administration of CBEST by following the instructions given in Title 5 Regulation Section 80071.4(g).

3. Question - Why can't the district or county require the credential applicant to pay the excess costs?

Answer - The maximum amount that Education Code Section 44252.5 stipulates (currently \$30) is already being assessed of the individual for each test administration.

4. Question - Two weeks for scheduling the test plus time for reporting is too long in an emergency. Can't it be done faster?

Answer - The time frame shown is a maximum. The actual time required will depend on many factors and will have to be negotiated each time an emergency arises.

PROPOSED TITLE 5 REGULATION

80071.4 (h) The Commission will gather and make available annually data on the proportions of examinees who passed the test, grouped on the basis of the California institution of higher education attended, and other data as the Commission may deem appropriate.

Question - What will be reflected by this data?

Answer - The data will list the rate of passing the CBEST according to the California college(s) attended and will be available to the general public.

PROPOSED TITLE 5 REGULATION

80071.4 (i) There will be no limit on the number of times an applicant may attempt the test; the test fee for each attempt will be that specified in Section 80487(a) (5) of these regulations.

Question - When individuals fail CBEST, can they retake it?

Answer - Yes, it can be retaken as many times as necessary. The applicant must retake the entire test, not just a section of it. There is no required waiting period before it can be retaken.

GENERAL INFORMATION ABOUT THE CBEST

In general terms, the objectives of the CBEST are the measurement of reading, writing, and mathematics at a level that might reasonably be expected of a person holding a baccalaureate degree. The reading test will not include technical or highly developed professional reading material, nor will the mathematics test include the kinds of mathematics that would be taught in college level mathematics courses.

The items on the reading and mathematics test are all multiple choice, the writing test is composed of two essay questions. The reading test will consist of series of reading passages followed by questions about the author's purpose, main ideas, separation of fact from opinion, and so on. The mathematics test items will be directed to: (a) formulation, analysis, and sensibility; (b) application problems; (c) mathematical analysis and relationships; and (d) interpretation of graphs and tables, logical reasoning, and computer literacy. Of the two writing essays, one of the topics will ask for a recounting of some personal experience, the other will pose a topic requiring expository writing.

The passing score for this test will be based on the total score (reading plus writing plus mathematics), so the entire test will have to be repeated if a student fails. In addition to passing the total test, however, it will be required that the student achieve a score on each part that is higher than an established minimum. In other words, a very high score on the writing test will not offset a very low score on mathematics.

The CBEST Information Bulletin has been distributed by the California Basic Skills Test Program to the test centers, institutions, large school districts and the county superintendent of schools offices in California. To obtain your copy, contact any of these offices.

For answers to questions regarding the administration of the examination refer to this Information Bulletin. It contains not only the registration forms, but also specific instructions for test registration, sample test questions, the scoring procedure, and more information that will be of interest. If you have other questions or need more information on the administration contact California Basic Skills Examination Test Program, Box 1904, Berkeley, CA, 94701, Phone (415) 849-0950. For answers to questions concerning the use of CBEST for credential purposes contact the Commission. For answers to questions concerning the use of CBEST for employment purposes, contact your employing agency, school district, or county superintendent of schools. The interpretation of Education Code Section 44830 (Employment related to the CBEST) is the responsibility of the employing agency, with the assistance of their legal counsel.

The following page is a reference sheet for your use. Please note that the registration form and proper fee must reach the Berkeley office by the deadline date. The postmark date will not be used to satisfy this. Late registration closes only 9 days after the regular registration, which is available for an additional \$3.00 fee. Currently, there is no procedure for handling "walk-in" applicants.

When minimum passing scores are determined in January, the Commission will inform you by coded correspondence. As you can see from the list of test sites, the CBEST is given only in California but the sites are widely distributed so that no one in the State should have to travel more than 75 miles to their test site.

CBEST INFORMATION BULLETINS: Available at the individual test sites, California colleges, universities, county superintendent of school offices and large school districts.

QUESTIONS ON:

Administration of CBEST Examination Contact:

California Basic Skills Examination Test Program
Box 1904
Berkeley, California 94701
Phone (415) 849-0950

Credentialing Requirement of CBEST Contact:

Commission for Teacher Preparation and Licensing
P.O. Box 2670
Sacramento, CA 95812
Phone (916) 445-7254

Employment Requirement of CBEST Contact:

The individual employing agency, school districts,
or county superintendent of school offices.

FEES FOR 1982-83: \$30.00. An additional \$3.00 fee is required for late registration. NOTE: There is no separate processing fee to be submitted to the Commission when using this examination to satisfy a credential requirement.

SCORES: The score reports are mailed approximately 4 weeks after the test date. Also, the minimum passing score will be determined in early January, 1983.

CALENDAR FOR 1982-83:

Test Date	Regular Registration Deadline	Late Registration Deadline
December 18, 1982	November 22, 1982	December 1, 1982
February 26, 1983	January 31, 1983	February 9, 1983
May 7, 1983 (afternoon)	April 11, 1983	April 20, 1983
July 16, 1983	June 20, 1983	June 29, 1983

Your registration form must reach Berkeley by the appropriate closing date. The postmark date is not the determining factor.

TEST SITES:

ALTURAS, Modoc H.S.
ARCATA, Humboldt St. U.
BAKERSFIELD, Cal St. Col.
BARSTOW, Barstow Col.
BERKELEY, U. of Calif.
BISHOP, Bishop H.S.
BLYTHE, Palo Verde Comm. Col.
CALEXICO, San Diego St. U.
Imperial Valley Campus
CARSON, Dominguez Hills
Cal St. U.
CHICO, Cal St. U.
DAVIS, U. of Cal.
FRESNO, Cal St. U.
FULLERTON, Cal St. U.

HAYWARD, Cal State U.
IRVINE, U. of Calif.
LONG BEACH, Cal St. U.
LOS ANGELES, U. of Calif.
LOS ANGELES, U. of So. Cal.
MORAGA, St. Mary's Col.
POMONA, Cal St. Poly U.
REDDING, Shasta College
RIVERSIDE, U. of Calif.
ROHNERT PARK, Sonoma St. U.
SACRAMENTO, Cal St. U.
SAN BERNARDINO, Cal St. Col.
SAN DIEGO, San Diego St. U.
SAN DIEGO, U. of San Diego
SAN FRANCISCO, S.F. St. U.

SAN FRANCISCO, U. of S.F.
SAN JOSE, San Jose, St. U.
SAN LUIS OBSIPO, Cal Poly St. U.
SANTA BARBARA, U. of Calif.
SANTA CLARA, U. of Santa Clara
SANTA CRUZ, U. of Calif.
SO. LAKE TAHOE
Lake Tahoe Community College
STOCKTON, U. of the Pacific
SUSANVILLE, Lassen College
THOUSAND OAKS, Cal Lutheran Col.
TURLOCK, Cal St. Col. Stanislaus
UKIAH, Mendocino Col.
YREKA, Yreka H.S.