

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

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OFFICE OF THE EXECUTIVE DIRECTOR

**DATE:** August 1, 1996 96-9617

**TO:** All Individuals and Groups Interested in the Activities  
of the California Commission on Teacher Credentialing

**FROM:** Sam W. Swofford, Ed.D.  
Executive Director

**SUBJECT:** **Changes in the Collection of the Test  
Development and Administration Fee**

The Commission will implement a change in the collection of the Test Development and Administration Fee beginning in October 1996. By law, the Commission has the authority to establish and collect fees to recover the costs associated with the development and administration of any subject matter examination it adopts. Applicants for a teaching credential currently pay a \$30 Test Development and Administration Fee to the California Commission on Teacher Credentialing for each subject they verify by passage of an examination or examinations. Under the current system, examinees pay the same amount in test development and administration fees regardless of how many times they take an examination. Examinees who never apply for a teaching credential pay no test development and administration fees at all.

The Commission-approved subject matter examinations are currently administered by two testing contractors: Educational Testing Service (ETS) and National Evaluation Systems, Inc. (NES). Under the title *The Praxis Series*, ETS administers the two-part Multiple Subjects Assessment for Teaching (MSAT) for candidates who wish to obtain a Multiple Subject Teaching Credential, as well as the constructed-response components of many of the subject matter examinations for Single Subject Teaching Credentials. Under the test title *Single Subject Assessments for Teaching (SSAT)*, NES administers the multiple-choice components for many of the subject matter examinations for Single Subject Teaching Credentials. Beginning in October 1996, the SSAT program will include the multiple-choice and constructed-response components for eleven additional single subject credential areas.

Commencing with the October 26, 1996 test administrations, both ETS and NES have agreed to collect the Test Development and Administration Fee from examinees during the test registration process instead of the Commission collecting it during the credential application process. Beginning with the 1996/97 Praxis Series and SSAT registration bulletins, and thereafter: (1) Examinees registering for one or both sections of the MSAT will submit a \$15.00 **California Surcharge Fee** for each MSAT test section taken, and (2) Examinees registering for any of the SSAT exams will pay \$30 in test development and administration fees as a part of the **Registration Processing Fee**, regardless of the number of SSAT exams taken on a given date.

## Changes in the Collection of the Test Development and Administration Fee August 1, 1996

For most teaching credential candidates, this change in the collection of the Test Development and Administration Fee does not represent an increase in fees by either the Commission or the testing contractors. For first-time examinees, this change represents only a change in the point at which the \$30 Test Development and Administration Fee is collected. After October 1996, however, individuals who take an MSAT or SSAT test more than once will pay test development and administration fees each time a test is taken. Conversely, the new policy will be advantageous for candidates who passed one of the two tests that comprise the MSAT before October 1996 and will pay only \$15 in test development and administration fees to take the second section of the MSAT, **and** for candidates who register for two SSAT exams on the same test day and will pay only \$30 in test development and administration fees. Candidates who register to take an exam and request a refund from the testing contractor within the time frame specified in the examination bulletin will receive a refund of any test development and administration fees paid.

Teaching credential applicants who have met the subject matter competence requirement by passing the examination(s) prior to October 1996, will be required to pay the \$30 Test Development and Administration Fee to the Commission when applying for a teaching credential. Teaching credential applicants who meet all or part of the subject matter competence requirement by passing an examination(s) in October 1996 or thereafter, will pay the applicable test development and administration fees when registering for the examination(s) and will not submit this fee to the Commission when applying for the credential. Commission staff will be able to verify the payment of test development and administration fees by credential applicants with the use of information provided by the testing contractors.

If you have questions about the collection of the Test Development and Administration Fee, please call the Commission's office at 916-445-7256 (weekdays between 12:30 p.m. and 4:30 p.m.). You can also access CCTC information on the Internet at: **<http://www.ctc.ca.gov>**