

No Ticket?

If you have not received your Admission Ticket seven days prior to the test date, or if you lose your Admission Ticket, contact the CHSPE Office at 866-342-4773.

Electronic Admission Ticket

If you provided an e-mail address and password when you registered, you will be able to print an Admission Ticket at the CHSPE Web site.

Emergency Registration

If you register during the emergency registration period, once your materials are processed, an Admission Ticket will be mailed and e-mailed to you. You may also be notified by phone or fax. Be sure to provide a phone number, e-mail address, and fax number so we can reach you during the week prior to testing.

After You Register for the CHSPE

Once your complete registration materials are received, they will be processed by the CHSPE Office. If you register prior to the regular registration deadline, an e-mail will be sent to you within two weeks acknowledging receipt of your registration materials and providing you with your e-mail address login and password that are on file for this administration. If you do not provide an e-mail address, you will be mailed a letter. However, it is your responsibility to confirm that your registration materials have been received and accepted. If you do not receive confirmation within three weeks of submitting your registration materials, or an Admission Ticket by seven days prior to the test date, contact the CHSPE Office.

Admission Ticket

Once your registration materials have been processed, you will be mailed an Admission Ticket approximately three weeks before the test date. If you registered during the emergency registration period, an Admission Ticket will be mailed and e-mailed to you, or you will be contacted by telephone. In addition, if you provided an e-mail address and password when you registered, you will be able to print an Admission Ticket at the CHSPE Web site. The Admission Ticket will show your name and address, and, if you are enrolled in grade 12 or below, your school and district. This information will be taken from your Registration Form. *Verify the spelling of your name*, because the name on your Admission Ticket (a) must match the name on your photo identification required for admission to the test site and (b) is the name that will appear on the Certificate of Proficiency if you pass. If you are currently enrolled in a public school, verify that your school and district are accurate, because these are the school and district that will be notified if you pass. If there are any errors in this information, see “Correcting Registration Information” below.

The Admission Ticket will also indicate your CHSPE identification number and specify your test date, reporting time, and the name and address of your assigned test site. Keep a record of your CHSPE identification number. It will be useful in communicating with the CHSPE Office or if you reregister.

If you have not received an Admission Ticket seven days prior to the exam date or you lose your Admission Ticket, contact the CHSPE Office. Alternatively, if you provided an e-mail address and password when you registered, go to the CHSPE Web site to print your Admission Ticket.

Bring your Admission Ticket to the test site on the day of the exam. You must report to the test site printed on the ticket. If you go to a test site other than the one designated on your Admission Ticket, you will not be admitted.

Correcting Registration Information

If there are errors on your Admission Ticket or you need to correct information that you provided on your Registration Form, complete and submit a Registration Information Correction Form. The form is on page 29 of this bulletin; it can be mailed or faxed to the CHSPE Office. Alternatively, you can complete and submit the form online at the CHSPE Web site. Forms will also be available at the test

site on the day of the test. The information that you provide on the Registration Information Correction Form will become part of your registration record and will completely replace any information you provided previously.

Because the name on your Admission Ticket must match the name on your photo identification required for admission to the test site, if the name on the Admission Ticket is incorrect, notify the CHSPE Office immediately.

Change of Test Date Requests

If after registering you wish to change your test date, you may transfer your registration to a future test date. To do so, complete and submit to the CHSPE Office the Change of Test Date Request Form, which is available on page 31 and on the CHSPE Web site. There is no fee to change your test date if your completed Change of Test Date Request Form is postmarked or received by fax no later than the regular registration deadline for the test date for which you are registered.

If you miss this deadline, there is a \$25 transfer fee (money order or bank-issued cashier's check payable to *California Department of Education*). You can submit your completed form and fees separately. You can mail or fax it to the CHSPE Office, or you can submit it at your test site. The completed form must be received by 12:00 p.m. (noon) on the test date for which you are registered. Your *fee* must be mailed to the CHSPE Office and postmarked no later than the regular registration deadline for the new test date to which you wish to transfer. If the fee is not postmarked by the regular registration deadline for the new test date to which you wish to transfer, the transfer will not occur and you will not be provided a refund or credit of any kind. *Currently, no transfers will be allowed to a test date beyond June 19, 2010.*

Test Date	Deadline to Transfer Free (postmark or fax date)	Deadlines to Transfer with \$25 Fee	
		Form Deadline (12:00 p.m. noon)	\$25 Fee Deadline (Postmarked)
<i>October 17, 2009</i>	September 18, 2009	October 17, 2009	Regular registration deadline for your new test date
<i>March 20, 2010</i>	February 19, 2010	March 20, 2010	
<i>June 19, 2010</i>	Examinees registered for the June 19, 2010 administration will not be allowed to change their test date.		

Withdrawing Your Registration

If you wish to withdraw your registration, complete and submit to the CHSPE Office the Withdrawal Form on page 30. If your completed Withdrawal Form is postmarked or received by fax by the regular registration deadline for the test date for which you are registered, you will be issued a refund of \$46 by the California Department of Education approximately eight weeks following the test date. No refund will be issued if you do not submit your properly completed Withdrawal Form or you do not postmark or fax your form by the regular registration deadline. You may not withdraw your registration by telephone or e-mail.

Stolen Identification

If your official photo identification has been stolen, you may *not* use a police report in its place at test site check-in. You must bring one of the other forms of acceptable identification listed on page 17.

PLAN AHEAD

No transfers will be allowed to a test date beyond June 19, 2010.

CHANGE OF TEST DATE REQUESTS

Your test date will not be changed unless your payment is postmarked before the regular registration deadline for the test date you are requesting.

NOTE

Examinees who are provided certain accommodations are not allowed to change their test date after the emergency registration deadline.

See page 9.

If You Are Absent on the Test Day

If, *for any reason*, you are absent from the CHSPE administration for which you registered and you did not submit a Withdrawal Form by the regular registration deadline or a Change of Test Date Form by noon on the test date, you will not receive a refund or credit of any kind. You will be required to complete a new Registration Form and pay the test fee if you choose to take the CHSPE in the future.

Test Rules

At the test site and during the test administration, you must follow all instructions indicated in this bulletin and given to you either orally or in writing by testing personnel. During test administration (including restroom breaks), you may not communicate with other examinees or anyone other than testing staff in any way. If you communicate with another person taking the test, receive assistance from anyone other than testing staff during the test administration, take the test for someone else, have someone take the test for you, use prohibited items, have a cell phone that is on, or do not follow instructions, you will be dismissed and your test results will be voided.

Late Arrivals

It is very important that you arrive at the test site before 8:00 a.m. You must be sitting in the test room when the test administration staff begin reading the test directions to examinees. To avoid disruption, and out of respect for examinees who are on time, if you arrive after 8:00 a.m., and staff have begun reading the test directions, you will not be admitted to the test session, you will be counted as an absentee, and you will not receive a refund or credit of any kind. Be aware that other examinees may be signing in and there may be a line.

Visitors

Visitors are not permitted in the testing area. Friends and relatives must remain outside of the testing area. If at any time during the exam you have contact with anyone other than testing site staff without permission, you will be dismissed and your test results will be voided.

Upon Completion of the Exam

Once you have completed the parts of the test you wish to take (Mathematics section, English-language Arts Language subtest, and/or English-language Arts Reading subtest), you will be excused from the test session. Before you are excused, all of your test materials will be collected and checked. You may not reenter the test site once you have been dismissed. At the end of the test session, all test materials will be collected and checked, and all remaining examinees will be excused.

How To Get There

[http://www.chspe.net/
registration/locations](http://www.chspe.net/registration/locations)

You can find test site addresses and Internet links to driving directions at this Web site. If you will use a map or directions provided on the Internet to get to the test site, you should verify their accuracy in advance.