

Registering for the CHSPE

Completing the CHSPE Registration Form

The CHSPE Registration Form is included in this bulletin on pages 23-24. To complete the Registration Form, follow the directions on pages 25-26. Enter all information neatly and correctly to assure that your registration is not delayed or processed incorrectly. If your Registration Form is incomplete or completed incorrectly, your form and payment will be returned to you unprocessed.

Filling Out the Registration Form Online

You may fill out a Registration Form at the CHSPE Web site at <http://www.chspe.net>. When you complete the online Registration Form and hit the “Submit Registration Form” button, the information you entered will be electronically transmitted to the CHSPE Office *but you will not yet be registered*. To complete your registration:

1. Print the PDF Registration Form that appears after you hit the “Submit Registration Form” button. Then:
 - hand-correct any incorrect information,
 - sign the form, and
 - if using Method B (see page 6), have a school official complete the “School Eligibility Verification” section and place an official school seal (may require a Private School Affidavit).
2. Obtain proof of eligibility (if using Method A; see page 6).
3. Complete and/or obtain any documentation for special arrangement requests (i.e., physical access, Sunday testing, testing with accommodations; see page 8).
4. Purchase a money order or bank-issued cashier’s check in the appropriate amount payable to *California Department of Education*.
5. Mail all of the above items to the CHSPE Office for processing.

Your Registration Form will not be processed and you will not be registered unless the CHSPE Office receives all required registration materials by the appropriate deadline.

Submitting the Registration Form and Payment

Your completed Registration Form, including proof of eligibility, proper payment, and signature, must be mailed together to the CHSPE Office at the address shown on the Registration Form. If applicable, your completed Accommodations Request Form with the required documentation, clergy letter, and/or letter describing any physical access needs must also be included. Refer to the CHSPE Administration Schedule on page 1 for registration deadlines and to determine if you need to include the late registration fee or the emergency registration fee. Refer to “Payment Policies” on page 7 for information about the payment of fees.

Reregistering

If you have taken the CHSPE since January 2003, you do not need to provide proof of eligibility with your Registration Form. On your Registration Form, indicate that you are a reregistrant and enter your CHSPE ID number (if known).

PLAN AHEAD

Register as early as possible to maximize your chances of a seat at a test site in your first-choice area.

Proof of Eligibility

Your Registration Form must be accompanied by:

- School Eligibility Verification section of the Registration Form completed and signed with an official school seal

OR

- Copy of an official document that shows your birth date

Reregistering?

If you have taken the CHSPE since January 2003, your proof of eligibility is on file, and you need not send it again.

Fill out
your Registration Form
online at
<http://www.chspe.net>

Registration Deadlines

Note that the regular registration deadline is based on postmark date; late registration and emergency registration deadlines are based on the date received by the CHSPE Office.

New Method B Requirement

Method B now requires an official school seal.



Proving Your Eligibility

There are two methods for verifying eligibility to take the CHSPE. If you will be 16 years of age or older on the test date, you may use *either* Method A or Method B. If you will be under 16 years of age on the test date, you *must* use Method B. If you are reregistering and have taken the CHSPE since January 2003, your proof of eligibility is on file and does not need to be resubmitted.

■ **Method A:** Submit with your Registration Form one of the following documents that shows your *name* and *birth date*. This document will not be returned.

- a copy of your driver license, or a copy of your identification card issued by the Department of Motor Vehicles
- a copy of your U.S. certified birth certificate issued by a city, county, or state (Hospital certificates are *not* acceptable documents for proof of eligibility.)
- a copy of your passport (the page with name and birth date only)
- a copy of your identification card issued by the U.S. military, a high school, a post-secondary school, or the U.S. or a foreign government (must show birth date)
- a copy of your U.S. Permanent Resident Card
- a copy of your Consular Report of Birth Abroad or Certificate of Birth Abroad, or a copy of your foreign birth certificate
- an original school letter of identification with photo as described on page 17

■ **Method B:** Have the School Eligibility Verification section on your Registration Form completed by one of the following at a high school: the principal, director, vice principal, counselor, registrar, or site administrator identified on a Private School Affidavit (R-4) or statement in lieu of the Affidavit filed with the California Department of Education. The school official may not be a relative unless the school has a current R-4 or statement in lieu of the Affidavit. (State law does not permit school officials to require parental permission before verifying an applicant's eligibility to take the test.) The School Eligibility Verification section must include a school's official seal. Make sure that the school's county-district-school (CDS) code is provided. If the school does not have a CDS code, you must include a copy of the school's R-4 or statement in lieu of the Affidavit.

Registration Deadlines and Fees

For each test date, there are three registration deadlines, each with its own fee.

Regular Registration \$92

To be eligible for regular registration, you must mail your completed Registration Form, including proof of eligibility, and proper payment of \$92 by the regular registration deadline for your desired test date. The envelope in which your registration materials are mailed must be *postmarked* no later than the regular registration deadline. Incomplete registration materials postmarked by the regular registration deadline will be returned unprocessed with a letter informing you of the error and the deadline by which your corrected materials must be received for you to be registered for the administration.

Late Registration \$120

If you miss the regular registration deadline, you may register during the late registration period. To be eligible for late registration, your completed Registration Form, including proof of eligibility, and proper payment of \$120 must be *received* by

the CHSPE Office by 5:00 p.m. on the late registration deadline. If your registration materials are received during the late registration period and they are incomplete, you will be notified of how to complete your registration. If your materials do not include the full late registration fee, you will be notified and your test results will not be released until your account is paid in full.

Emergency Registration \$145

If you miss both the regular and late registration deadlines, you may register during the emergency registration period on a space-available basis in selected test areas. (See box at right.) To be eligible for emergency registration, your completed Registration Form, including proof of eligibility, and proper payment of \$145 must be **received** by the CHSPE Office by 5:00 p.m. on the emergency registration deadline. If your registration materials are received during the emergency registration period and they are incomplete, you will be notified of how to complete your registration. *If your materials do not include the full emergency registration fee, you will be notified and your test results will not be released until your account is paid in full.* Emergency registration is limited to the test areas listed in the box to the right, subject to space availability. Assignments are made on a first come, first served basis.

Choosing a Test Area

When registering for the CHSPE, you will indicate the area in which you would like to take the test. You can provide both a first-choice and a second-choice test area. A list of test areas by county is on page 27. Not all test areas are available for every test date, and not all are available for emergency registration. (For Sunday testing, you must select from the list of test areas shown on page 8.)

Test areas are identified by city. A test site for an area will be in the general vicinity of the listed city, but may not be within the actual city limits. The name and address of the specific test site to which you are assigned will be included on your Admission Ticket. Register as early as possible to increase your chances of being assigned to a test site in your first-choice test area. More information about choosing a test area is provided in the Directions for Completing the Registration Form on page 25.

Registration Confirmation

Once your complete registration materials are received, they will be processed by the CHSPE Office. If you register prior to the regular registration deadline, and provide an e-mail address on your Registration Form, an e-mail will be sent to you within two weeks acknowledging receipt of your registration materials. If you do not provide an e-mail address, you will be mailed a letter.

Payment Policies

All CHSPE fees must be paid by money order or bank-issued cashier's check payable to *California Department of Education* in U.S. dollars. Print your (registrant's) name on the face of the money order or bank-issued cashier's check. **Cash, personal checks, and payments using credit or debit cards will not be accepted.**

If, for any reason, your payment does not clear, you will be charged an additional \$25 fee to cover the processing necessary to clear your account. Your exam results will not be provided to you and you will not be allowed to register for future CHSPE administrations until your account, including the additional \$25 fee, is paid in full.

Emergency Registration Test Areas (County)	
Site #	Test Area
0101	Hayward (Alameda)
1001	Fresno (Fresno)
1904	Woodland Hills (Los Angeles)
1905	West Covina (Los Angeles)
3005	Los Alamitos (Orange)
3301	Riverside (Riverside)
3401	Rancho Cordova (Sacramento)
3704	San Diego (San Diego)
4301	San Jose (Santa Clara)
4501	Redding (Shasta)
5601	Camarillo (Ventura)

Check test area availability online at <http://www.chspe.net/registration/locations>

Payment Policy

All CHSPE fees can only be paid by **money order** or **bank-issued cashier's check**.

The following are **NOT** accepted:

