

Directions for Completing the Registration Form

1. Legal Name

Print your last name, first name, and middle initial in the boxes provided. You must use your legal name. Please be sure to print clearly. The name you use to register must match both (a) the name on your proof of eligibility and (b) the name on your photo identification required for admission to the test site.

2. Date of Birth

Enter the month, day, and year of your birth (MM/DD/YYYY). For example, if you were born on August 15, 1989, write 08 for month, 15 for day, and 1989 for year.

3. Daytime Phone

Enter your daytime telephone number, beginning with the area code, in the boxes provided.

4. Fax

Enter your fax number, if available, beginning with the area code, in the boxes provided.

5. E-mail

Print your e-mail address, if available, on the line provided. Your e-mail address will only be used for official CHSPE correspondence. You **must** provide an e-mail address and password (item 6) if you want the ability to print an Admission Ticket or view your unofficial test results at the CHSPE Web site.

6. Password

Provide a 4-8 character password, consisting only of letters and/or numbers, no special characters. You **must** provide an e-mail address (item 5) and password if you want the ability to print an Admission Ticket or view your unofficial test results at the CHSPE Web site.

7. Mailing Address

Print your mailing address in the boxes provided. Your Admission Ticket, test results, and, if you pass, Certificate of Proficiency will be sent to this address, so be sure that it is entered clearly and correctly.

8. Gender

Enter your gender by placing an X in the appropriate box.

9. Test Date

Place an X in the box indicating your choice of test date. The Registration Form in this bulletin may be used only for the test dates listed. New registration forms will be available for future tests.

10. Test Area

Indicate the area in which you would like to take the test. A list of test areas by county is on page 27. As indicated on the list, not all test areas are available for every test date, and not all areas are available for emergency registration. (For Sunday testing, you must select from the list of test areas shown on page 8.) Enter the four-digit site number for **both** your first and second choices in the boxes provided and print the name of each selected area. 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. Assignment to your first-choice area will be based on availability. If you do not want to test if your first-choice test area is not available, please indicate this on the Registration Form. If you check this box and your first-choice test area is not available, your registration materials will be returned to you unprocessed. Otherwise, if your first choice has already been filled, you will be assigned to your second choice. If your first and second choices are unavailable, or you have not identified a second choice, you will be assigned to the next closest test area.

11. Fees and Payment.

Place an X in the appropriate box to indicate the test fee you are enclosing. See the back cover for registration deadline dates and associated fees.

12. Eligibility

New Registrant

You may take the CHSPE **only if** you meet at least one of the following requirements on the test date:

- You are at least 16 years old, **or**
- You have been enrolled in the tenth grade for one academic year or longer, **or**
- You will complete one academic year of enrollment in the tenth grade at

the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administrations each school year.)

There are two methods for verifying eligibility. 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. Indicate which method you are using by marking an X in the appropriate box.

Method A: Submit with your Registration Form one of the following documents that shows your name and **birth date**:

- 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 a high school principal, director, vice principal, counselor, registrar, or site administrator identified on your school's Private School Affidavit (R-4) or statement in lieu of the Affidavit complete the School Eligibility Verification section. 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 CDS code is provided. If the school does not have a CDS code,

include a copy of the school's R-4 or statement in lieu of the Affidavit.

Reregistering

If you have taken the CHSPE since January 2003, you do not need to provide proof of eligibility. Place an X in this box and write your CHSPE ID number in the boxes provided. Your CHSPE ID number can be found on your previous Admission Ticket and score report.

13. School Enrollment

Place an X in the appropriate box. If you are not enrolled in grade 12 or below, skip items 14 through 18.

14. School Type

If you are enrolled, please indicate the type of school by placing an X in the appropriate box.

15. School County Code

Refer to the list of counties on page 27. Enter the 2-digit numeric code of the county in which your school is located. If your school is located outside of California, enter 00.

16. Name of School

In the boxes provided, enter the full name of the school you are currently attending. Do not use abbreviations. This is the school that will be notified if you pass the CHSPE.

17. District

If you are enrolled in a California public school, enter the full district name in the boxes provided. Do not use abbreviations. This is the district that will be notified if you pass the CHSPE.

18. Student ID Number

If you are enrolled in a public school, enter the ID number assigned to you by your district.

Background Information: Items 19 through 22 are optional. Any information that you provide will be kept confidential. It will not be used in any way to make a determination about any individual.

19. Ethnic Background

In the first column, place an X by the group with which you most closely identify. If there are other ethnic groups with which you identify, mark them in the second column.

20. First Language(s)

Place an X in the box that indicates which language(s) you first learned as a child.

21. Parent/Guardian Education Level

Place an X in the box that best describes the education level of your most educated parent or guardian.

22. Home Language

Place an X in the box that indicates the language most often spoken by adults at home.

23. Special Arrangements (if applicable)

If requesting special arrangements, place an X in the appropriate box(es).

a. Sunday Testing

If you are applying to test on Sunday due to religious convictions, you must submit a letter from your clergy unless you have taken the CHSPE on an alternate date since January 2003. See page 8.

b. Physical Needs

Indicate whether or not you have needs regarding physical access or monitoring blood sugar. If so, attach a letter to your Registration Form that describes your need(s). See page 8.

c. Accommodations

Indicate whether or not you are requesting accommodations. If so, you must include the following:

- a completed Accommodations Request Form (page 28), and
- required documentation. See page 10.

24. Signature of Registrant

Read the statement, sign your name, and write the date. The form must be signed by the person registering to take the exam, or the application will be returned.

Mailing Information

If using the U.S. Postal Service, mail your completed Registration Form, including proof of eligibility, money order or bank-issued cashier's check, and all appropriate documentation to:



CHSPE Office
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

If using another delivery service such as FedEx, UPS, DHL, etc., send your completed Registration Form, including proof of eligibility, money order or bank-issued cashier's check, and all appropriate documentation to:



CHSPE Office
Sacramento County Office of Education
10150 Missile Way
Mather, CA 95655

Your registration will be returned if you do not include:

- A properly completed and signed CHSPE Registration Form
- Money order or bank-issued cashier's check for the appropriate amount
- Proof of eligibility (unless reregistering):
 - School Eligibility Verification section completed and signed, or
 - Copy of official document that shows your name and birth date

List of Test Areas by County

(For Sunday testing, you must select from the list of test areas shown on page 8.)

A county code will be used in item 15 on the Registration Form. Site numbers will be used in item 10 on the Registration Form.

| County | Code | Test Area | Site # | Oct. 08 | Mar. 09 | Jun. 09 |
|--------------|------|--|--|------------------------|------------------------|------------------------|
| Alameda | 01 | Hayward | 0101 | E | E | E |
| Alpine | 02 | Placerville | 0901 | . | . | . |
| Amador | 03 | Rancho Cordova Stockton | 3401 3901 | E . | E . | E . |
| Butte | 04 | Chico | 0401 | . | . | . |
| Calaveras | 05 | Sonora Stockton | 5501 3901 | .. | .. | .. |
| Colusa | 06 | Chico | 0401 | . | . | . |
| Contra Costa | 07 | Pleasant Hill | 0701 | . | . | . |
| Del Norte | 08 | Crescent City | 0801 | . | . | . |
| El Dorado | 09 | Placerville | 0901 | . | . | . |
| Fresno | 10 | Fresno | 1001 | E | E | E |
| Glenn | 11 | Chico | 0401 | . | . | . |
| Humboldt | 12 | Eureka | 1201 | . | . | . |
| Imperial | 13 | El Centro | 1301 | . | . | . |
| Inyo | 14 | Mammoth Lakes | 2601 | . | . | . |
| Kern | 15 | Bakersfield | 1501 | . | . | . |
| Kings | 16 | Fresno Visalia | 1001 5401 | E . | E . | E . |
| Lake | 17 | Lakeport | 1701 | . | . | . |
| Lassen | 18 | Susanville | 1801 | . | . | . |
| Los Angeles | 19 | Santa Monica Lancaster Glendale (north) Woodland Hills West Covina Glendale (south) | 1901 1902 1903 1904 1905 1906 | .. . E E . | .. . E E . | .. . E E . |
| Madera | 20 | Madera | 2001 | . | . | . |
| Marin | 21 | San Rafael | 2101 | . | . | . |
| Mariposa | 22 | Merced | 2401 | . | . | . |
| Mendocino | 23 | Ukiah | 2301 | . | . | . |
| Merced | 24 | Merced | 2401 | . | . | . |
| Modoc | 25 | Susanville Yreka | 1801 4701 | .. | .. | .. |
| Mono | 26 | Mammoth Lakes | 2601 | . | . | . |
| Monterey | 27 | Salinas | 2701 | . | . | . |
| Napa | 28 | Napa | 2801 | . | . | . |
| Nevada | 29 | Grass Valley | 2901 | . | . | . |
| Orange | 30 | Fullerton Costa Mesa Los Alamitos | 3002 3004 3005 | .. E | .. E | .. E |
| Placer | 31 | Auburn | 3101 | . | . | . |
| Plumas | 32 | Susanville | 1801 | . | . | . |
| Riverside | 33 | Riverside Palm Springs Hemet | 3301 3302 3303 | E . . | E . . | E . . |

| County | Code | Test Area | Site # | Oct. 08 | Mar. 09 | Jun. 09 |
|-----------------|------|---|------------------------------|--------------|--------------|--------------|
| Sacramento | 34 | Rancho Cordova Elk Grove | 3401 3402 | E . | E . | E . |
| San Benito | 35 | Hollister | 3501 | . | . | . |
| San Bernardino | 36 | San Bernardino | 3601 | . | . | . |
| San Diego | 37 | La Mesa San Marcos Chula Vista San Diego | 3701 3702 3703 3704 | .E . . | .E . . | .E . . |
| San Francisco | 38 | San Francisco | 3801 | . | . | . |
| San Joaquin | 39 | Stockton | 3901 | . | . | . |
| San Luis Obispo | 40 | Atascadero | 4001 | . | . | . |
| San Mateo | 41 | Daly City Redwood City | 4101 4102 | .. | .. | .. |
| Santa Barbara | 42 | Santa Barbara | 4201 | . | . | . |
| Santa Clara | 43 | San Jose | 4301 | E | E | E |
| Santa Cruz | 44 | Capitola | 4401 | . | . | . |
| Shasta | 45 | Redding | 4501 | E | E | E |
| Sierra | 46 | Grass Valley | 2901 | . | . | . |
| Siskiyou | 47 | Yreka | 4701 | . | . | . |
| Solano | 48 | Fairfield | 4801 | . | . | . |
| Sonoma | 49 | Santa Rosa Sonoma | 4901 4902 | .. | .. | .. |
| Stanislaus | 50 | Modesto | 5001 | . | . | . |
| Sutter | 51 | Chico Woodland | 0401 5701 | .. | .. | .. |
| Tehama | 52 | Redding | 4501 | E | E | E |
| Trinity | 53 | Redding | 4501 | E | E | E |
| Tulare | 54 | Visalia | 5401 | . | . | . |
| Tuolumne | 55 | Sonora | 5501 | . | . | . |
| Ventura | 56 | Camarillo | 5601 | E | E | E |
| Yolo | 57 | Woodland | 5701 | . | . | . |
| Yuba | 58 | Chico Woodland | 0401 5701 | .. | .. | .. |

NOTE: Test areas are identified by city. A specific test site for an area will be in the general vicinity of the listed city, but may not be within the actual city limits. Visit the CHSPE Web site for specific test site locations.

For the most current list of test areas, visit our Web site at <http://www.chspe.net/registration/locations/>.

Legend:

- Test area open for regular and late registration, but not available for emergency registration.
- E Test area open for regular, late, and emergency registration.