

Los Angeles Unified School District
Talent Management Division
Teacher Training Academy

LAUSD CSET PREP COURSE REGISTRATION

DIRECTIONS FOR REGISTRATION:

1. **PRINT** this form and complete ALL required information
2. **Fax** completed form to: (213) 241-6509
3. **Mail hardcopy with fee(s)** (or deliver in person):
LAUSD Teacher Training Academy/SMP Program
Attn: Rosalie Pitts
333 S. Beaudry Ave., 14th Floor
Los Angeles, CA 90017
4. **FEE(s):** A separate Cashier's Check or Money Order for each course, payable to *McClintic & Associates*
5. **DUE no later than a week before the class starts 12:00pm**
6. **Check your e-mail regularly for** confirmations, cancellations, and other course information

Print full name: _____ **E-mail** (Be very clear): _____

District: ☐ LAUSD – If LAUSD, Employee Number: _____ LAUSD Position: _____

OR ☐ Other District or University - Specify: _____

Home Phone: (____) _____ **Cell Phone:** (____) _____ **School:** _____

Address: _____ **City:** _____ **Zip:** _____

If registering for more than one course, please carefully study dates and times for possible conflicts.

Please mark course(s) desired <input checked="" type="checkbox"/>	SS = Single Subject MS = Multiple Subject	Start Date	Day	Day	Day	Day	FEES	Test Notes
	CSET PREP COURSE	1	2	3	4	5		
<input type="checkbox"/>	SS Math Subtest II Geometry 8:00 - 11:30am	Saturday 3/22/14	Saturday 4/5/14	Saturday 4/26/14	Saturday 5/3/14	Saturday 5/10/14	Geometry II: \$320 DUE no later than March 14, 2014 12:00pm	Computer-based Test by appointment
<input type="checkbox"/>	SS Math Subtest III Calculus 8:00 - 11:30am	Thursday 6/12/14	Friday 6/13/14	Monday 6/16/14	Tuesday 6/17/14	Wednesday 6/18/14	Calculus III: \$320 DUE no later than June 5, 2014 12:00pm	Computer-based Test by appointment
<input type="checkbox"/>	Multiple Subject Subtest II Math/Science 8am-4pm (This course has three sessions)	Saturday 4/26/14	Saturday 5/3/14	Saturday 5/10/14	--	--	MS Math/Science II: \$320 DUE no later than April 18, 2014 12:00pm	Computer-based Test by appointment

_____ **Total**

Notes:

1. **Cancellation:** All courses subject to cancellation due to low enrollment, fees will be refunded.
2. **CSET Test Registration Information:** paper-based testing for the Multiple Subject, and Single Subject Math is no longer available. Instead computer-based testing will be available for the Multiple Subject CSET. (For more info: www.cset.nesinc.com/)
 - Computer-based administrations are available by appointment, year-round, Monday through Saturday (excluding holidays), on a first-come, first-served basis. Computer-based testing is offered at numerous test centers in California.
3. **Registration and Payment are DUE:** no later than a week prior to the first class meeting - we strongly encourage early registration.
 - Late registration may not be accepted.
 - Walk-ins on the first day of class, or after, are in serious risk of being turned away.
4. **Refund Policy:** The SMP program will consider refunds for CSET courses provided the following conditions have been met:
 - a. Proof of payment can be verified; and
 - b. All course materials have been returned in the same condition as they were distributed; and
 - c. A refund request has been made no later than the scheduled day of the participant's first day of class.
5. **LOCATION FOR COURSES:** Irving MS [3010 ESTARA AVE LOS ANGELES, CA 90065](http://www.losangeles.gov/3010-ESTARA-AVE-LOS-ANGELES-CA-90065)