

Los Angeles Unified School District  
Talent Management Division  
Teacher and Administrator Development Branch  
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  
333 S. Beaudry Ave., 14<sup>th</sup> 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 March 2, 2012, 5:00pm**
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: \_\_\_\_\_ **OR**  Other 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 2	Day 3	Day 4	Day 5	FEES	Test Notes
	CSET PREP COURSE	1	2	3	4	5		
<input type="checkbox"/>	SS Math Subtest II Geometry 8-11:30am	Saturday 3/17/12	Saturday 3/24/12	Saturday 4/14/12	Saturday 4/21/12	Saturday 4/28/12	Geometry: \$320	Paper Test 5/5/12
<input type="checkbox"/>	SS Math Subtest III Calculus 12:30-4:00pm	Saturday 3/17/12	Saturday 3/24/12	Saturday 4/14/12	Saturday 4/21/12	Saturday 4/28/12	Calculus \$320	Paper Test 5/5/12
<input type="checkbox"/>	SS Science Subtest I General Science 8am-2pm	Saturday 3/17/12	Saturday 3/24/12	Saturday 4/14/12	Saturday 4/21/12	Saturday 4/28/12	Science I :\$370	Paper Test 5/5/12
<input type="checkbox"/>	MS Subtest I Lang Arts/Soc Sci 8am-4pm			Saturday 4/14/12	Saturday 4/21/12	Saturday 4/28/12	MS I \$320	**Test online arrange own date
<input type="checkbox"/>	Subtest II Math/Science 8am-4pm	Saturday 3/17/12	Saturday 3/24/12	Saturday 4/14/12			MS II \$320	**Test online arrange own date
<input type="checkbox"/>	MS Subtest III Arts/PE/Human Dev 8am-1pm				Saturday 4/21/12	Saturday 4/28/12	MS III \$220	**Test online arrange own date

**TOTAL FEES ENCLOSED** \_\_\_\_\_ **See notes on fees above**

- Notes:**
1. **Cancellation:** All courses subject to cancellation due to low enrollment, fees will be refunded.
  2. **Check your plans** and calendar to be sure you can attend all sessions of the class.
  3. **CSET Test Registration Information:** Beginning in September 2011, paper-based testing for the Multiple Subject is no longer available. Instead computer-based testing will be available for the Multiple Subject CSET. (For more info: [www.cset.nesinc.com/](http://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 will be offered at numerous test centers in California.
  4. **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.
  5. **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 day of the participants first day of class.
  6. **LOCATION FOR COURSES:** Irving MS [3010 ESTARA AVE LOS ANGELES, CA 90065](http://www.lausd.net)