

## BASIC SKILLS REQUIREMENT

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The California Education Code and Title 5 Regulations specify, in most cases, that applicants for a credential, certificate, or permit to serve in the public schools of California must verify basic skills proficiency before the credential, certificate, or permit will be issued. For Multiple and Single Subject Teaching Credential candidates, the basic skills requirement must be met prior to being assigned to daily responsibility for whole class instruction in student teaching or serving as an intern. However, institutions may require the basic skills requirement prior to program enrollment. Contact the college or university education department for more information.

The basic skills requirement may also be required as a condition of employment. Applicants should contact the school district where they are considering employment for more information.

### OPTIONS FOR MEETING THE BASIC SKILLS REQUIREMENT

Individuals may satisfy the basic skills requirement by **one** of the following methods:

#### 1. Pass the CBEST

Individuals only need to pass the CBEST once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections—reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration.

Additional information and instructions for test registration and administration processes may be obtained by contacting the CBEST program.

**CBEST Program  
Evaluation Systems  
Pearson**

P.O. Box 340880  
Sacramento, CA 95834-0880  
(916) 928-4001  
(TDD) 928-4191

Automated Information System (24 hours a day)  
(800) 262-5080

Email: [cbestmail@nesinc.com](mailto:cbestmail@nesinc.com)

Website: <http://www.cbest.nesinc.com>

Please include your postal address in email messages.

## 2. Pass the CSET: Multiple Subject Plus Writing Skills Examination

The California Subject Examinations for Teachers (CSET): Multiple Subjects examination has been modified, adding an assessment of basic writing skills which meets the basic skills requirement. The first administration of this examination was May 19, 2007. Passing exam scores used to meet the basic skills requirement only remain valid indefinitely. See [www.cset.nesinc.com](http://www.cset.nesinc.com) for more information.

## 3. Pass the CSU Early Assessment Program or the CSU Placement Examinations

Effective January 1, 2009, passing scores on the California State University (CSU) Early Assessment Program (EAP) (English and Mathematics sections) or the CSU Placement Examinations (English Placement Test [EPT] and Entry Level Mathematics [ELM]) are sufficient to meet the basic skills requirement. General information and instructions for ordering score reports for all three exams may be found at the Educational Testing Service (ETS) website at <http://www.ets.org/csu>. See [Coded Correspondence 09-03](#) for additional information.

Individuals filing applications directly to the Commission must submit **original** passing score reports with their application packet. Individuals who file their application through the Commission's online process or through a local employing agency may submit a photocopy/verified true original of the score report. Passing exam scores remain valid indefinitely for credential purposes.

Use the chart below to determine passing scores.

CSU EAP Placement Tests (taken in Spring of 11 <sup>th</sup> grade)		
	Math	English
<i>Early Assessment Program (EAP)</i>	'College Ready' or 'Exempt'	'College Ready' or 'Exempt'
CSU Placement Tests		
	Math	English
<i>Entry Level Math (ELM)</i>	50*	
<i>English Placement Test (EPT)</i>		151

\* ELM tests taken prior to March 2003 required a minimum passing score of 550.

### Obtaining Duplicate Score Reports of the EAP, ELM, or EPT Exams

#### *Early Assessment Program (EAP)*

Send a letter, via email or postal mail, to ETS (contact information provided below), including name, date of birth, high school of attendance in the 11<sup>th</sup> grade, the city in which the high school located, and, if known, the month and year when the EAP exam was taken. Individuals may request that ETS send duplicate exam scores directly to the Commission; however, the original score report must still be included in the application packet. There is currently no fee for a duplicate EAP score.

Allow 7 to 10 business days for a response. Individuals will receive, via email, a letter on ETS letterhead verifying passage of the exam. The letter must say that the individual has passed both the English and the Mathematics sections otherwise the scores do not meet the basic skills requirement.

### **Educational Testing Service**

1600 K Street, Suite 4A

Sacramento, CA 95814

Duplicate Request Email: [EAPDups@ets.org](mailto:EAPDups@ets.org)

General Information Email Contact: [cgrueter@ets.org](mailto:cgrueter@ets.org)

Website: <http://www.ets.org/csu> (click on the 'Contacts' link)

Telephone: (916) 403-2412

### ***English Placement Test (EPT) and Entry Level Mathematics (ELM)***

If exams were taken after March 2007, score reports are available online at the ETS website. The online score report indicates it has been printed from the CSU EPT/ELM website and is acceptable verification of meeting the BSR.

If exams were taken prior to March 2007, send a letter to ETS at the address provided below, including name, social security number, mailing address, check or money order in the amount of \$10 payable to ETS, and, if known, the month and year the exams were taken. Allow 7 to 10 business days for a response. Individuals will receive, via U.S. Postal Service, a letter on EPT/ELM score report paper with the student's scores, and the CSU seal as an embedded watermark. Individuals may request that ETS send duplicate exam scores directly to the Commission; however, the original score report must still be included in the application packet.

### **CSU EPT/ELM Processing**

2731 Systron Drive

Concord, CA 94518

Email: [EPT-ELMRequests@ets.org](mailto:EPT-ELMRequests@ets.org)

Website: <http://www.ets.org/csu> (click on the 'Contacts' link)

Telephone: (925) 808-2142

## **4. Pass a Basic Skills Examination from Another State**

The Commission will accept basic skills examinations from other states. A photocopy of the score report or letter from the testing agency verifying passage of the examination must be submitted with the application packet. There is no recency requirement for the date the examination was passed.

## **COMBINING EXAMINATION SCORES**

Generally, as described in [Coded Correspondence 09-03](#), there is no mixing and matching of different sections of examinations that satisfy the BSR. For example, an individual cannot combine passage of the mathematics section of the EAP, with the reading section of the California Basic Educational Skills Test (CBEST), and the Writing section of the California Subject Examination for Teachers (CSET): Multiple Subject Plus Writing examination.

However, since the EAP and EPT/ELM examinations are linked for CSU admission and placement, the Commission will accept a combination of scores from the EAP and EPT/ELM Examinations to meet the BSR as long as the individual passes a section of English and a section for Mathematics. For example, an individual may combine passage of the Mathematics EAP and the CSU Placement Examination in English (EPT) to satisfy the BSR. See [Coded Correspondence 11-18](#).

## EXEMPTIONS

Applicants for the following documents are exempt from the basic skills requirement:

1. Renewal, reissuance, or upgrading of existing non-emergency credentials, certificates, or permits unless it is specifically indicated as a renewal requirement on the document
2. An additional credential, certificate, or permit to teach when the applicant holds a non-emergency California teaching credential which required a bachelor's degree
3. Credentials issued solely for teaching adults in apprenticeship programs
4. Designated Subjects Vocational Education, Career Technical Education, or Special Subject Teaching Credentials for which a bachelor's degree is not required
5. Certificates of Clearance
6. Activity Supervisor Clearance Certificates
7. Child Development Permits
8. Visiting Faculty Permits
9. Eminence Credentials
10. Health Services Credentials, unless the document also authorizes teaching
11. Candidates who are prelingually deaf. This includes all credential types that have basic skills as a requirement for those serving in state special schools or in special classes for pupils with hearing impairments. Prelingually deaf individuals who choose this option will be required to complete a job-related assessment. See the [Guide for Verifying the Proficiency of Prelingually Deaf Credential Candidates](#) found on the Commission's website for complete details.

Applicants for the following documents may serve on a credential for one year pending the completion of the basic skills requirement:

- Exchange Credentials
- One-Year Nonrenewable (OYNR) Credentials (some services and teaching credentials may be issued to applicants who have completed their professional training outside of California and who have met all of the requirements for an initial California credential except for completion of the basic skills requirement). Applicants for the OYNR credential must submit a completed application packet through a California school district or county office of education that includes written verification that they have offered employment to the credential applicant, **and** the applicant has passed a basic skills test developed by the district or county. (The district basic skills test does not replace the basic skills requirement.)
- Out-of-state prepared holders of the preliminary multiple subject, single subject, and education specialist credentials must complete the basic skills requirement during the first year of certification

*NOTE: Any examination information provided in this leaflet is subject to change. Please see the testing agency's website for the most current information.*

*Reference: California Education Code, Section 44252 and 44830*