

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION –
NATIONAL BOARD CERTIFIED (NBC) & UNIVERSITY INTERN (UI) PROGRAMS
ONLINE CSET TEST PREPARATION VOUCHER, COURSE ACCESS REQUEST OR REIMBURSEMENT REQUEST**

I. Provisional Teacher Information

Name: _____ LAUSD Employee #: _____
 Contact Phone: () _____ LAUSD Email: _____
 Work Site: _____ Local District: _____

II. Preparation Course Fee Waiver or Test Fee Voucher Requirements **Initials**

1. Be a current LAUSD Teacher in good standing working on a Provisional Intern Permit or Short Term Staff Permit.
2. Only standard registration fees are included with the test voucher; late or emergency registration fees are at the teacher's expense.
3. Teacher must complete all required sessions of the test preparation course to be eligible for reimbursement.

III. ONLINE CSET TEST PREP VOUCHER or REIMBURSEMENT REQUEST

The maximum allowance for each test is the combination of all reimbursements, vouchers and/or fee waivers received by a teacher.
 CSET Maximum Reimbursements: CSET Subtest I Course: \$300 CSET Subtest II Course \$300 CSET Subtest III Course \$200

Course Access Request

1. Submit a separate request for access to each Online CSET Test Preparation class that you need. Check the 'Course Access Request' column on the left for the requested course. If Single Subject enter the authorization area. (please note that not all subject areas are available)
2. Include a money order for \$ 72.50 payable to LAUSD.
3. Requests must be received a minimum of 3 weeks prior to the time you plan to begin the course.
4. You will receive an email with directions on how to access the course.
5. Register for the Test Prep course within 2 weeks of the access issuance date.

Reimbursement Request

1. Requests for reimbursement must be submitted within 20 working days after completion of the course.
2. Enter the date you sent the Access Request in the 'Reimbursement Requested' column. (Enter authorization area if single subject.)
3. For your convenience data, including practice test scores and completion of the online test prep module, will be sent directly to the district—no additional evidence is needed for reimbursement.
4. Reimbursement will be on your paycheck. Allow 6-8 weeks for processing.
 - Check here if you wish to receive access to the next test prep course you need rather than reimbursement. Check the 'Course Access Request' column for the new course and the reimbursement column for the course completed.

Course Access Request	TEST Prep Class	Credential Authorization Area	Reimbursement Request
	CSET—Mult. Subj Test I	Reading Language and Literature; History & Social Science	
	CSET—Mult. Subj Test II	Science; Mathematics	
	CSET—Mult. Subj Test III	Physical Education; Human Development; Visual and Performing Arts	
		Enter Credential Authorization Area (single subject area)	
	CSET—Single Subj Test I		
	CSET—Single Subj Test II		
	CSET—Single Subj Test III		
	CSET—Single Subj Test IV		

IV. Preparation Course Voucher Request or Reimbursement Submission Details

Send Request form and Money Order payable to LAUSD to:
 U.S. or School mail: LAUSD Provisional Support Team/ NBC & UI Programs/333 S. Beaudry Ave., 14th Floor, Los Angeles, CA 90017
 You may fax or email a copy so that we may start the process pending receipt of your money order:
 Fax: (213) 241-5494 OR Email: [Esmerelda Khoury at epk9958@lausd.net](mailto:Esmerelda.Khoury@epk9958@lausd.net)

I certify that I am an LAUSD Provisional Teacher in good standing and understand the reimbursement requirements above.
 Teacher Signature: _____ Date: _____

For Office Use Only		
Access Issued:	Date:	Entered in Database: