

MICHIGAN TEST FOR TEACHER CERTIFICATION



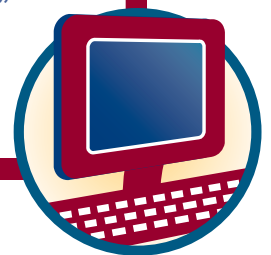
2011–2012 Registration Bulletin

PAPER-BASED TEST DATES

October 15, 2011
November 12, 2011
January 7, 2012
April 14, 2012
July 14, 2012

SELECTED TESTS NOW AVAILABLE ON COMPUTER!

See "Computer-Based Testing"
Inside for Information.



Please note that changes to procedures and policies may occur during the program year. Current information is available at

www.mftc.nesinc.com

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CONTACT INFORMATION

If you have any questions, you may contact the following offices. In all correspondence, please include, or be prepared to provide, your full name, mailing address, and telephone number, and the test(s) about which you are requesting further information.

<p> If you have questions regarding:</p>	<p> If you have questions regarding:</p>
<ul style="list-style-type: none"> • Test registration • Administration procedures • Admission tickets • Score reports <p>Contact: The MTTC Program</p> <p> www.mttc.nesinc.com (Frequently Asked Questions document available)</p> <p> MTTC Evaluation Systems Pearson P.O. Box 660 Amherst, MA 01004-9001</p> <p> (800) 823-9225 or (413) 256-2876 9:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays</p> <p>Fax: (413) 256-7083 (Registration forms may not be transmitted by fax.)</p> <p>Teletypewriter (TTY): (413) 256-8032</p>	<ul style="list-style-type: none"> • Program policies • Out-of-state credential evaluation <p>Contact: The Michigan Department of Education (MDE)</p> <p> www.michigan.gov/mde</p> <p> Michigan Department of Education Office of Professional Preparation Services P.O. Box 30008 Lansing, MI 48909</p> <p> (517) 373-3310</p>
	<p> If you have questions regarding:</p>
<ul style="list-style-type: none"> • Scheduling your computer-based test appointment <p>Contact: Pearson VUE</p> <p> (800) 989-8532 7:00 a.m.–7:00 p.m. central time, Monday–Friday, excluding holidays</p> <p> www.pearsonvue.com/mttc</p>	<ul style="list-style-type: none"> • Which tests you must take • Endorsement information <p>Contact your advisor or the certification officer at your institution.</p>

Large-print copies of the registration bulletin are available by calling (413) 256-2876 or from the MTTC program at the address listed above.



ABOUT THE MTTC



PROGRAM OVERVIEW

Section 1531 of Public Act 451 (1976), as amended by Public Act 267 (1986), Public Act 282 (1992), and Public Act 289 (1995), mandates a testing program as part of Michigan's teacher certification requirements. The purpose of the tests is to ensure that each certified teacher has the necessary basic skills and content knowledge to serve in Michigan schools. The examinations of the Michigan Test for Teacher Certification (MTTC) program are the only tests that satisfy the testing requirement for teacher certification in Michigan at this time. In accordance with Public Act 96 (1995), a person who uses or attempts to use a certificate or other credential that he or she knows is fraudulently obtained, altered, or forged for the purpose of obtaining a Michigan teaching certificate is guilty of a misdemeanor punishable by imprisonment or a fine.

The tests are criterion referenced and objective based. Criterion-referenced multiple-choice tests are designed to measure a candidate's knowledge and skills in relation to an established standard of performance (a criterion) rather than in relation to the performance of other candidates. The tests are designed to help identify those candidates who have the level of knowledge required to perform satisfactorily as entry-level teachers in their fields of specialization.

The test objectives were prepared jointly by the Evaluation Systems group of Pearson and Michigan educators based on Michigan curriculum guides, textbooks, and teacher preparation and certification standards. A content validation survey was conducted in each field of teaching, using a random sample of practicing Michigan educators and teacher educators. Each survey participant reviewed the objectives in his or her field to ensure that those selected for testing were important to the job and were used in Michigan classrooms. Test questions were matched to the objectives and verified as valid for testing by Michigan educators.

The MTTC program currently consists of subject-area tests, including the world language tests, and a Basic Skills test. The subject-area tests comprise multiple-choice questions, except for the world language tests, which comprise both multiple-choice questions and two or more constructed-response assignments. The Basic Skills test includes multiple-choice questions in the Reading and Mathematics sections and a constructed-response assignment in the Writing section.

For all tests, the actual tests may include some questions that will not count toward your score. Those questions are included in the test to collect information about how they will perform under actual testing conditions.



WHAT'S NEW IN 2011–2012?

A U.S. Social Security Number Is Required for MTTC Registration

As of December 7, 2010, you must provide a valid U.S. social security number to register for the MTTC. Canadian social insurance numbers are no longer accepted. If you do not have a valid U.S. social security number, you must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete your registration. An OPPS registration number may be obtained by calling 517-335-0589.

New and Redeveloped Tests

There are no new or redeveloped tests for 2011–2012. However, practice tests for Mathematics (Elementary) and Mathematics (Secondary) are now available.

The Michigan Department of Education (MDE) endorsement areas and codes are available for examinee reference on the MDE Web site at http://www.michigan.gov/documents/mde/Endorsements_and_Codes_9_08_C64903_A_259556_7.doc. The two-letter endorsement code corresponding to an MTTC test appears next to that test in "Test Selection."

Be sure you are taking the correct test for your endorsement. If you need assistance determining your endorsement or the test you should take, contact your advisor or the certification officer at your institution.

Computer-Based Testing

Computer-based testing is available for Basic Skills, Elementary Education, Mathematics (Elementary), and Mathematics (Secondary) tests. Computer-based testing (CBT) for these tests is available during select six-day testing windows at Pearson Professional Centers in Michigan and across the nation. Refer to "Test Dates for Computer-Based Testing" for a list of the testing windows currently open for registration.

Registration for computer-based testing is available only on the Internet by selecting "Register Now" on the MTTC Web site. The fees for computer-based testing differ from fees for paper-based testing. See "Test Fees and Payment Policies for Computer-Based Testing" for complete test and registration fees.

For more detailed information about computer-based testing, refer to "Computer-Based Testing." On the MTTC Web site, you may use the "Computer-Based Testing" tabs at the tops of pages to select content specifically related to computer-based testing.

COMPUTER-BASED TESTING

The following MTTC tests are now offered on computer in addition to the regularly scheduled paper-based test administrations:

- Basic Skills (Reading, Mathematics, Writing)
- Elementary Education
- Mathematics (Elementary)
- Mathematics (Secondary)

Computer-based testing (CBT) is available during specific testing windows at testing centers throughout Michigan and across the nation. Refer to "Test Dates for Computer-Based Testing" for a list of the testing windows currently open for registration and to "Test Sites for Computer-Based Testing" for information about available testing centers across the United States.

Registration

Registration for computer-based testing is available only on the Internet by selecting "Register Now" on the MTTC Web site. Fees for computer-based testing differ from fees for paper-based testing. The following guidelines apply to computer-based testing registration:

- You should plan to register as early as possible before your desired testing window. Test appointments are scheduled on a first-come, first-served basis.
- You must wait 90 days after taking a computer-based MTTC test before retaking the same test on computer.
- Once you have registered, you may not change your test selection for that one test session unless you withdraw your registration and register again. (See "Test Selection for Computer-Based Testing" for more information about test sessions and registration.)
- For Basic Skills
 - You may register to take one, two, or all three Basic Skills subtests (i.e., Reading, Mathematics, Writing) in one test session.
 - The length of that one test session is determined by the number of subtests you've selected.
 - You may not schedule subtests in different test sessions of the same testing window. However, you may schedule subtests in different testing windows.

Test Administration

In computer-based testing, examinees complete the tests by selecting answers on-screen to multiple-choice questions and typing responses to the constructed-response assignment, if applicable. See "Reporting to the Test Site for Computer-Based Testing," "What to Bring to the Test Site for Computer-Based Testing," and "Test Site Rules" for details about the day of the test, including information about identification and security policies.

Score Reporting

Unofficial test results for the tests or subtests containing only multiple-choice questions will be provided at the testing center at the conclusion of your test and will indicate pass/fail status. If you took a test or subtest with a constructed-response assignment (e.g., Basic Skills Writing), this will be indicated on the unofficial test results printout. The printout will also include a brief explanation of how the constructed-response assignment will be scored. The Basic Skills Writing unofficial test results will not indicate pass/fail status.

For all tests, scores are reported on the score report date for the testing window. See "Test Dates for Computer-Based Testing" for score report dates and "Release of Your Test Scores" for additional information on score reporting.



MTTC CERTIFICATION REQUIREMENTS

Basic Skills Requirement

All candidates for a Michigan provisional teaching certificate must pass the Basic Skills test before enrolling in student teaching. The Basic Skills test consists of three sections: Reading, Mathematics, and Writing. Together, the Reading and Mathematics sections comprise approximately 85 multiple-choice questions. The Writing section consists of a constructed-response assignment. To pass the Basic Skills test, you must pass each of the sections.

Elementary-Level Certification

Candidates for an elementary-level teaching certificate must pass both the Elementary Education test and the Basic Skills test. Candidates who want to teach specific subject areas in grades 6–8 must also pass the corresponding subject-area tests in order to qualify for the endorsements.

Secondary-Level Certification

Candidates for secondary-level teaching certificates must pass, in addition to the Basic Skills test, the corresponding subject-area test for each academic subject area in which they are to be certified. Candidates seeking certification in more than one field of study must take the subject-area test for each field.

If you are a Michigan student seeking certification for the first time, the required subject-area test is the one that corresponds to your major or minor field of study in an approved teacher preparation program. Subject-area tests correspond to teaching certificate endorsements; it is important to verify with your advisor the endorsement or endorsements for which your institution will apply on your behalf and take the appropriate MTTC tests. If you are already certified to teach in Michigan and are seeking an additional endorsement, you must take the subject-area test that corresponds to the endorsement you are seeking.

Certification Requirements for Out-of-State Teacher Candidates

Persons certified to teach in other states or trained at out-of-state institutions must pass the Basic Skills test and appropriate subject-area tests to be certified in Michigan. However, there are two important exceptions:

1. You are not required to take the MTTC tests if you hold a teaching certificate from another state and meet **all** of the following criteria:
 - You have taught successfully for at least three years in a position for which your teaching certificate from the other state was valid.
 - You have earned, after your initial certification in another state, at least 18 semester credit hours in a planned course of study at a state board–approved institution of higher education or you have earned, at any time, a state board–approved master's or doctoral degree.
 - You have met the elementary or secondary, as applicable, reading credit requirement established under state board rules.
2. If you hold a teaching certificate from another state and meet all of the requirements for a Michigan teaching certificate but do not meet all three of the requirements listed above, you are eligible to receive a one-year nonrenewable temporary teaching certificate without passing the Basic Skills and subject-area tests. However, the Michigan State Board of Education will not issue a teaching certificate after the expiration of the temporary teaching certificate unless you have passed the appropriate tests.

Out-of-state applicants who are eligible for exceptions 1 or 2 must contact the Michigan Department of Education, Office of Professional Preparation Services, at the address listed in "Contact Information."

Additional Endorsement Applicants

Since September 1, 1993, it has been a requirement that a person holding a Michigan teaching certificate who applies for an elementary-level certificate or for additional endorsements must pass the appropriate tests to become certified.



WHEN TO TAKE THE TESTS

You may take the Basic Skills test and the subject-area tests as early in your college program as you wish. Check with your academic advisor for further information about when you should take the tests for the MTTC. An academic advisor may request that you wait to take a subject-area test until you have completed at least 90 percent of your coursework in that program. State-approved teacher preparation programs may require students to pass the Basic Skills test before entering the program. Contact the academic advisor or certification officer at your institution to find out the program requirements.



MTTC PASSING REQUIREMENTS

An individual's performance on a test is evaluated against an established standard. The passing score for each test is established by the MDE and is based on the professional judgments and recommendations of Michigan educators.

Passing status is determined on the basis of an examinee's total test performance. All test results are reported as scaled scores. The scaled score is a conversion of the number of scorable test questions you answer correctly to a score from 100 to 300, with a score of 220 or higher representing the passing score. Numeric total test scores will be reported only for examinees who do not pass the tests.

A passing status on a subject-area test will remain valid (for the purpose of a recommendation for initial certification or for an additional endorsement on an existing certificate) for a period of five years. Once a subject-area endorsement has been issued for a teaching certificate, a teacher is not required to retake the MTTC test in that subject area.

The Basic Skills test includes sections in reading, mathematics, and writing. Examinees receive a separate score for each section of the Basic Skills test and must pass all three sections to meet the passing requirements. For the Basic Skills test only, once you have passed a section, you will never have to take that section again.

Retaking the MTTC

Examinees who do not pass a test and wish to retake it may do so at any regularly scheduled administration or computer-based testing window (if available) by completing the registration process again. There is no limit to the number of times you may retake any MTTC test that you have not yet passed. However, according to MDE administrative codes, any test (or test section, in the case of Basic Skills) "may continue to be retaken until passed but after the fourth failure and every subsequent failure . . . the individual must seek academic counseling from college/university staff in an attempt to overcome testing deficiencies."

Examinees who do not pass one or more sections of the Basic Skills test may retake those sections. Once you have passed a section, you do not need to retake that section. See "Test Fees and Payment Policies" for more information regarding the fees involved when retaking the Basic Skills test.



PREPARING FOR THE TESTS

You can go right to the preparation material you need by selecting "Prepare" on the MTTC website.

Test Objectives

The content knowledge assessed on each MTTC test is described in a set of test objectives. Test objectives are available by selecting "Test Objectives" on the MTTC Web site "Prepare" page.

Study Guides

A study guide with preparation suggestions, test objectives, and sample test questions is available for each MTTC test. The most current study guides can be viewed or downloaded free of charge on the MTTC Web site by selecting "Study Guides" on the MTTC Web site "Prepare" page. You may also use the Study Guide Order Form to purchase printed copies of the online study guides at a cost of \$6 per printed study guide. This form is available to download as a PDF document by selecting "Print Bulletin and Forms (PDF)" on the MTTC Web site.

Practice Tests

Online practice tests are available for the MTTC Elementary Education, Basic Skills, Mathematics (Elementary), and Mathematics (Secondary) tests. The practice tests are similar in length and difficulty to the actual tests. The test questions included in the MTTC online practice tests are designed to provide an introduction to the nature of the test questions included on the MTTC tests.

The practice tests include multiple-choice questions representative of the actual test, and the practice test for Basic Skills also includes a constructed-response assignment. A score report with detailed information about your performance on the practice test multiple-choice questions is provided. For the Basic Skills constructed-response assignment you are provided with supplemental materials, including scoring scales and scored sample responses, to help you assess the quality of your writing.


























The fee for the online practice tests is \$29. To purchase a test, select "Practice Tests" on the MTTC Web site "Prepare" page.



BEFORE YOU REGISTER

REGISTRATION CHECKLIST

Use this checklist to help gather the information that you need to register for MTTC paper-based testing.

1. Review your registration options.						
Task	Refer to:					
Select the tests you want to take.	"Test Selection for Paper-Based Testing"					
Select a test date.	"Test Dates for Paper-Based Testing"					
Select a test area.	"Test Sites for Paper-Based Testing"					
Select your attending (recommending) institution.	"Institution Codes"					
Select the institutions to receive your scores.	"Institution Codes"					
Select a registration method—Internet, U.S. mail, or telephone. Depending on the registration period (regular, late, or emergency), you have the following choices:	"Registration Options for Paper-Based Testing"					
<table border="1"> <thead> <tr> <th>Regular</th> <th>Late</th> <th>Emergency</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Regular	Late	Emergency	 	 
Regular	Late	Emergency				
 	 	 				
Prepare your payment.	"Test Fees and Payment Policies for Paper-Based Testing"					
<table border="1"> <tbody> <tr> <td> </td> <td></td> </tr> <tr> <td>Credit card—VISA or MasterCard only</td> <td>Check or money order—do not send cash.</td> </tr> </tbody> </table>		 		Credit card—VISA or MasterCard only	Check or money order—do not send cash.	
 						
Credit card—VISA or MasterCard only	Check or money order—do not send cash.					
2. Gather the personal information you need to register.						
When you create an account or register for the MTTC, you will be asked to provide the following information:						
<ul style="list-style-type: none"> • Name • Address • Daytime telephone number (required for Internet registration) • Social security number (required for Internet registration and to access your scores online) • Date of birth (required to access your scores online) • Ethnicity (optional) • Gender (optional) • E-mail address (required for Internet registration) <p>If you do not have a valid U.S. social security number, you must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete your registration. An OPPS registration number may be obtained by calling 517-335-0589.</p>						
3. Review the background questions.						
When you register for the MTTC, you will be asked to answer some background questions. Refer to "Background Questions" to prepare answers to the questions you will be asked during registration.						
4. Review the Rules of Test Participation.						
Before you register, you must read and agree to abide by the policies stated in "Compliance with Testing Rules for Paper-Based Testing," including the Rules of Test Participation for Paper-Based Testing, and all procedures and policies contained in the 2011–2012 MTTC Registration Bulletin.						

ABOUT MY ACCOUNT

My Account is a password-protected personal account system that provides access to online services for the MTTC program. By creating an account, you will have access to MTTC registration and score-reporting services, as indicated by the My Account menu, shown below.



**MICHIGAN TEST FOR
TEACHER CERTIFICATION**

Home > My Account Home
Welcome, *Firstname* ID Number: 99999999

Test Registration	After You Register	Personal Information
Register to Test	Confirm or Modify a Registration	View Your Information
View Registrations	Request Admission Ticket	Update Your Information
	View Testing History	Change Your Password
		View Financial Status

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Create an Account

You may create an account on the MTTC Web site whenever it is convenient for you to do so. Or, when you access online test and registration services, you will be prompted to create an account. When you create an account, you will choose a username and password and you will be asked to enter personal information, such as your address. Once you have created an account, you will not need to reenter your personal information each time you register for a test.

Access Your Account

You may log in to your account from the MTTC Web site at any time. Or, when you access online test and registration services such as "Register Now," "Confirm or Modify Registration," or "My Admission Ticket," you will be prompted to log in to your account. Once logged in, you will have access to test, registration, and score-reporting services.

Manage Your Account

You may log in to your account from the MTTC Web site at any time to change your password or update your personal or contact information, including your e-mail address, telephone number, or mailing address. You can manage your account when it is convenient for you to do so, 24 hours a day, 7 days a week.



TEST SELECTION FOR PAPER-BASED TESTING

Refer to the following tables to identify the specific test or tests you wish to take. If you are not sure which tests you are required to take, consult your advisor or the certification officer at your institution.

There are two test sessions on each test date. The morning test session begins at 7:15 a.m. and lasts until approximately 12:30 p.m. The afternoon test session begins at 1:00 p.m. and lasts until approximately 6:15 p.m. Each test session includes four and one-half hours of actual testing time.

Examinees taking the Basic Skills test may take up to two additional subject-area tests during the afternoon test session. The Basic Skills test is a full-session test and will be scheduled only during the morning test session.

Subject-area tests are scheduled during the morning or afternoon test session on a space-available basis. With the exception of Arabic (Modern Standard), Chinese (Mandarin), French, German, Japanese, Latin, Russian, and Spanish, which are each full-session tests, examinees taking only subject-area tests may take up to four tests: two during the morning test session and two during the afternoon test session.

You will be assigned to either one or both test sessions, according to the number and type of tests for which you register. You may not register for a test more than once per administration.

Each test session is designed to allow sufficient time for completion of up to two subject-area tests, or one full-session subject-area test. However, if you are registering for only two subject-area tests, you may request to be assigned only one subject-area test for each test session. If you register by mail, you must enclose a note detailing your request together with your completed registration form. If you register online for two subject-area tests only, you will be asked whether you would like to take one test in each session. Test session assignments are made on a space-available basis and cannot be guaranteed.

Information about the test sessions to which you have been assigned and the tests you have been scheduled to take during each session will be included on your admission ticket(s).

More information about endorsement codes and test date restrictions is available in a PDF document on the MDE Web site at: www.michigan.gov.

Test	Test Code	Important Information	Endorsement Code
Agricultural Education	037		HX
Arabic (Modern Standard)	102	This is a full-session test. This test begins with a listening component. Examinees who arrive late will not be admitted.	FK
Autism Spectrum Disorder	064	This test was formerly called Autistic.	SV
Basic Skills	096	Basic Skills is a full-session test offered only during the morning test session. This test is also available on computer. See "Computer-Based Testing" for more information.	not applicable
Bilingual Education	075	One Bilingual Education test is available for candidates seeking to be certified in this area.	
Biology	017		DA
Business, Management, Marketing, and Technology	098		GQ

Test	Test Code	Important Information	Endorsement Code
Chemistry	018	Scientific calculators are provided at the test. See "Scientific Calculators" below for more information.	DC
Chinese (Mandarin)	101	This is a full-session test. The test begins with a listening component. Examinees who arrive late will not be admitted.	FR
Cognitive Impairment	056	This test was formerly called Mentally Impaired.	SA
Communication Arts (Secondary)	091		AX
Computer Science	050		NR
Dance	046		MH
Early Childhood Education	082		ZA
Earth/Space Science	020	This test was formerly called Geology/Earth Science.	DH
Economics	007		CA
Elementary Education	083	This test is valid for K–5 all-subject and K–8 self-contained classroom certificates. See "MTTC Certification Requirements" for more details. This test is also available on computer. See "Computer-Based Testing" for more information.	ZG
Emotional Impairment	059	This test was formerly called Emotionally Impaired.	SE
English	002		BA
English as a Second Language	086		NS
Family and Consumer Sciences	040		KH
Fine Arts	053		OX
French	023	This is a full-session test. The test begins with a listening component. Examinees who arrive late will not be admitted.	FA
Geography	008		CB
German	024	This is a full-session test. The test begins with a listening component. Examinees who arrive late will not be admitted.	FB
Guidance Counselor	051		NT
Health	043		MA
Hearing Impaired	062		SL
History	009		CC
Industrial Technology	087		IX
Integrated Science (Elementary)	093		DI
Integrated Science (Secondary)	094		DI
Italian	029		FH
Japanese	100	This is a full-session test. The test begins with a listening component. Examinees who arrive late will not be admitted.	FL

Test	Test Code	Important Information	Endorsement Code
Journalism	003		BC
Language Arts (Elementary)	090		BX
Latin	026	This is a full-session test.	FD
Learning Disabilities	063	This test was formerly called Learning Disabled.	SM
Library Media	048		ND
Marketing Education	036		GM
Mathematics (Elementary)	089	Bring a graphing calculator to the test. See "Approved Graphing Calculators" below for a list of approved models. This test is also available on computer. See "Computer-Based Testing" for more information.	EX
Mathematics (Secondary)	022	Bring a graphing calculator to the test. See "Approved Graphing Calculators" below for a list of approved models. This test is also available on computer. See "Computer-Based Testing" for more information.	EX
Middle Level	085		ZL
Music Education	099	This test begins with a listening component. Examinees who arrive late will not be admitted.	JQ
Physical Education	044		MB
Physical or Other Health Impairment	058	This test was formerly called Physically or Otherwise Health Impaired.	SC
Physical Science	097	Scientific calculators are provided at the test. See "Scientific Calculators" below for more information.	DP
Physics	019	Scientific calculators are provided at the test. See "Scientific Calculators" below for more information.	DE
Political Science	010		CD
Psychology	011		CE
Reading	005	See "Reading and Reading Specialist Tests" below for important certification information.	BT
Reading Specialist	092	See "Reading and Reading Specialist Tests" below for important certification information.	BR
Russian	027	This is a full-session test. This test begins with a listening component. Examinees who arrive late will not be admitted.	FE
Social Studies	084		RX
Sociology	012		CF
Spanish	028	This is a full-session test. The test begins with a listening component. Examinees who arrive late will not be admitted.	FF
Speech	004		BD

Test	Test Code	Important Information	Endorsement Code
Speech and Language Impaired	057		SB
Technology and Design	088		TX
Visual Arts Education	095		LQ
Visually Impaired	061		SK

Reading and Reading Specialist Tests

Please be aware that Reading (test code 005) and Reading Specialist (test code 092) are separate tests that correspond to different endorsements. The Reading and Reading Specialist tests are not interchangeable. Reading (005) may be used as a minor or a major, or as an additional endorsement at either the elementary or secondary level. Reading Specialist (092) is a graduate program to be used only as an additional K–12 endorsement for individuals who already hold teaching certificates. It is imperative that you take the test that corresponds to your approved program. You may be certified to teach only in areas in which your institution has an approved program. Please contact your advisor to be sure that you register for the correct test.

Scientific Calculators

Examinees taking the Chemistry, Physical Science, or Physics test will be provided with one of the following models of scientific calculators at the test administration. The models distributed are subject to change; directions for use will not be provided at the test site. You may not use your own calculator or calculator manual for these tests. (These calculators may NOT be used for Mathematics [Elementary] [089] or Mathematics [Secondary] [022].)

- Texas Instruments TI-30X
- Texas Instruments TI-30X Solar
- Texas Instruments TI-30Xa
- Texas Instruments TI-30Xs
- Texas Instruments TI-30XIIs

Approved Graphing Calculators

Examinees taking the Mathematics (Elementary) or Mathematics (Secondary) test must bring their own graphing calculator but may **not** bring a calculator manual. Graphing calculators will not be provided at the test administration. Only the brands and models listed below may be used. Approved calculator brands and models are subject to change; if there is a change, examinees will be notified. Test administration staff will clear the memory of your calculator both before and after testing. Therefore, be sure to back up the memory on your calculator, including applications, to an external device before arriving at the test site.

Manufacturer	Approved Models
Casio	Algebra FX 2.0, CFX-9850G Plus, CFX-9850Ga, CFX-9850Ga Plus, CFX-9850GB Plus, CFX-9850GB Plus-we, CFX-9850GC Plus, FX 1.0 Plus, FX-7400G, FX-7400G Plus, FX-9750G Plus
Hewlett-Packard	HP 49g+
Sharp	EL-9600c, EL-9900
Texas Instruments	TI-73, TI-81, TI-83, TI-83 Plus, TI-83 Plus Silver, TI-84, TI-84 Plus, TI-84 Plus Silver, TI-85, TI-86, TI-89, TI-89 Titanium, TI-Nspire Handheld with TI-84 Plus Keypad*

* Examinees using the TI-Nspire Handheld may not remove the TI-84 Plus Keypad while testing. Violation of the rule, or any other test site rule, may result in the voiding of your scores.



TEST SELECTION FOR COMPUTER-BASED TESTING

The following MTTC tests are now available on computer:

- Basic Skills (Reading, Mathematics, Writing)
- Elementary Education
- Mathematics (Elementary)
- Mathematics (Secondary)

For Basic Skills

- You may register to take one, two, or all three Basic Skills subtests (i.e., Reading, Mathematics, Writing) in one test session.
- The length of that one test session is determined by the number of subtests you've selected.
- You may not schedule Basic Skills subtests in different test sessions of the same testing window. However, you may schedule subtests in different testing windows.

Test/Subtest(s)	Test Session Length (actual testing time)	Test Appointment Length (included introductory tutorial plus testing time)
Basic Skills (ALL subtests)	4 hours and 30 minutes	4 hours and 45 minutes
Basic Skills (Reading ONLY)	1 hour and 30 minutes	1 hour and 45 minutes
Basic Skills (Math ONLY)	1 hour and 30 minutes	1 hour and 45 minutes
Basic Skills (Writing ONLY)	1 hour and 30 minutes	1 hour and 45 minutes
Basic Skills (Reading AND Math)	3 hours	3 hours and 15 minutes
Basic Skills (Reading AND Writing)	3 hours	3 hours and 15 minutes
Basic Skills (Math AND Writing)	3 hours	3 hours and 15 minutes
Elementary Education	2 hours and 30 minutes	2 hours and 45 minutes
Mathematics (Elementary)*	2 hours and 30 minutes	2 hours and 45 minutes
Mathematics (Secondary)*	2 hours and 30 minutes	2 hours and 45 minutes

* For Mathematics (Elementary) or Mathematics (Secondary), bring a graphing calculator to the test. See "Approved Graphing Calculators" below for approved models.

Examinees must report to the testing center 30 minutes before their scheduled testing time to be signed in. Test sessions are by appointment and are scheduled by examinees (see "Internet Registration for Computer-Based Testing" for information about test scheduling).

If you are uncertain about which tests you are required to take for your certification, contact your academic advisor, the certification officer at your institution, or the MDE. Evaluation Systems is not authorized to answer questions regarding tests required for certification. Completing the wrong tests will delay your certification.

Approved Graphing Calculators

Examinees taking the Mathematics (Elementary) or Mathematics (Secondary) computer-based test must bring their own graphing calculator but may **not** bring a calculator manual. Graphing calculators will not be provided at the test session. Only the brand and models listed below may be used. Approved calculator brands and models are subject to change; if there is a change, examinees will be notified. Test administration staff will clear the memory of your calculator both before and after testing. Therefore, be sure to back up the memory on your calculator, including applications, to an external device before arriving at the test center.

- Texas Instruments TI-83
- Texas Instruments TI-83 Plus
- Texas Instruments TI-83 Plus Silver
- Texas Instruments TI-84
- Texas Instruments TI-84 Plus
- Texas Instruments TI-84 Plus Silver
- Texas Instruments TI-Nspire Handheld with the TI-84 Plus Keypad (Examinees using the TI-Nspire Handheld may not remove the TI-84 Plus Keypad while testing. Violation of the rule, or any other test site rule, may result in the voiding of your scores.)

TEST DATES FOR PAPER-BASED TESTING

Refer to the following table for information about registration options and deadlines for each paper-based test administration.

Test Date	Regular Registration Deadline  	Late Registration Deadline (additional fee applies)  	Emergency Registration Deadline (additional fee applies)  	Score Report Date
October 15, 2011	September 2, 2011	September 23, 2011	October 7, 2011	November 11, 2011
November 12, 2011	September 30, 2011	October 21, 2011	November 4, 2011	December 9, 2011
January 7, 2012	November 25, 2011	December 16, 2011	December 30, 2011	February 3, 2012
April 14, 2012	March 2, 2012	March 23, 2012	April 6, 2012	May 11, 2012
July 14, 2012	June 1, 2012	June 22, 2012	July 6, 2012	August 10, 2012

The deadline for submission of requests and all necessary documentation for **alternative testing arrangements** is the **regular registration deadline**. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.



Internet Registration

All registration periods. To register on the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline for the period.



U.S. Mail Registration

Regular and late registration periods only. To register by mail during the regular registration period, your registration materials must be postmarked by the regular registration deadline. During the late registration period, your registration materials must be received by 5:00 p.m. eastern time on the late registration deadline.



Telephone Registration

Emergency registration period only. To register by telephone, call (800) 823-9225 or (413) 256-2876, 9:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays. You must call by 5:00 p.m. eastern time on the emergency registration deadline.



TEST DATES FOR COMPUTER-BASED TESTING

Computer-based MTTC tests are available during specific testing windows on a first-come, first-served basis. Each window contains six days available for testing. Refer to the following table for information about each computer-based testing window currently open for registration.

Registration for MTTC computer-based testing is available only on the Internet by selecting "Register Now" on the MTTC Web site. **You should try to register as early as possible before your desired test date.** You may view seat availability at www.pearsonvue.com/mttc. Please note seat availability information is subject to change. Due to the amount of time required to process a registration, you may not be able to schedule an appointment to test if you register within three calendar days of the day on which you plan to test. You may need to schedule your test appointment during the next available testing window.

Testing Period	Testing Window						Score Report Date*
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
August 2011	Aug. 26 (Fri.)	Aug. 27 (Sat.)	Aug. 29 (Mon.)	Aug. 30 (Tues.)	Aug. 31 (Wed.)	Sept. 1 (Thu.)	September 29, 2011
September 2011	Sept. 22 (Thurs.)	Sept. 23 (Fri.)	Sept. 24 (Sat.)	Sept. 26 (Mon.)	Sept. 27 (Tues.)	Sept. 28 (Wed.)	October 26, 2011
December 2011	Dec. 15 (Thurs.)	Dec. 16 (Fri.)	Dec. 17 (Sat.)	Dec. 19 (Mon.)	Dec. 20 (Tues.)	Dec. 21 (Wed.)	January 18, 2012
February 2012	Feb. 16 (Thurs.)	Feb. 17 (Fri.)	Feb. 18 (Sat.)	Feb. 20 (Mon.)	Feb. 21 (Tues.)	Feb. 22 (Wed.)	March 21, 2012
March 2012	March 15 (Thurs.)	March 16 (Fri.)	March 17 (Sat.)	March 19 (Mon.)	March 20 (Tues.)	March 21 (Wed.)	April 18, 2012
May 2012	May 17 (Thurs.)	May 18 (Fri.)	May 19 (Sat.)	May 21 (Mon.)	May 22 (Tues.)	May 23 (Wed.)	June 20, 2012
June 2012	June 14 (Thurs.)	June 15 (Fri.)	June 16 (Sat.)	June 18 (Mon.)	June 19 (Tues.)	June 20 (Wed.)	July 18, 2012
August 2012	Aug. 17 (Fri.)	Aug. 18 (Sat.)	Aug. 20 (Mon.)	Aug. 21 (Tues.)	Aug. 23 (Thurs.)	Aug. 24 (Fri.)	September 21, 2012
September 2012	Sept. 13 (Thurs.)	Sept. 14 (Fri.)	Sept. 15 (Sat.)	Sept. 17 (Mon.)	Sept. 18 (Tues.)	Sept. 19 (Wed.)	October 17, 2012

* Please note that score report dates for CBT administrations may fall during the late or emergency registration period for the next paper-based test administration (see "Test Dates for Paper-Based Testing" for registration deadlines). Late and emergency registration fees will not be waived for examinees who take a test on computer and then after receiving their CBT score report choose to register to retake the same test at the next paper-based administration. Also, examinees who register for a paper-based test administration before receiving their scores and later learn that they passed the same test on computer will not receive refunds for any testing fees paid.



TEST SITES FOR PAPER-BASED TESTING

When you register for MTTC paper-based testing, use the following tables to select a test area. Sites are chosen according to the general area in which they are located and may not necessarily be within actual city limits. Site locations are based on availability and appropriateness of facilities for test administration. Testing is only available at the test areas listed.

If you are registering by mail, select your first- and second-choice test areas. List both choices. Register as early as possible; assignment to a test area depends on available space. You may be assigned to your second-choice test area if your first-choice test area has been filled.

If you are registering for an alternative test date for religious reasons, please see "Registering for Alternative Testing Arrangements" for information about available test areas.

Requests to be assigned to a specific test site within a test area or a request to be changed from one test site to another within the same test area cannot be accommodated.

The exact location of test sites will be determined approximately four to six weeks before the test date. The name and address of your assigned test site will be listed on your admission ticket(s). You may also contact Evaluation Systems to obtain test site information.

Test Area and Code	Test Area and Code
Detroit (downtown) (002)	Mt. Pleasant (007)
Flint (011)	Pontiac/Auburn Hills (008)
Grand Rapids (003)	Saginaw (009)
Kalamazoo (004)	Sault Ste. Marie (October, January, and April only) (013)
Lansing (005)	Traverse City (012)
Marquette (006)	Ypsilanti (010)

Emergency Registration Test Areas

Test Area and Code	Test Area and Code
Detroit (downtown) (002)	Pontiac/Auburn Hills (008)
Grand Rapids (003)	Ypsilanti (010)
Marquette (006)	

Out-of-State Test Areas (April 14, 2012, administration only)

If you register for an out-of-state test area (April 14, 2012, administration ONLY), your registration materials must be postmarked by the regular registration deadline (for registration by U.S. mail) or received by Evaluation Systems by 5:00 p.m. eastern time on the regular registration deadline (for Internet registration). If the out-of-state test area that you select is not available due to insufficient registration, you will be notified by Evaluation Systems.

Test Area and Code	Test Area and Code
Bloomington, Indiana (716)	Columbus, Ohio (717)
Chicago, Illinois (701)	New York, New York (702)



TEST SITES FOR COMPUTER-BASED TESTING

Computer-based testing is available at more than 225 Pearson Professional Centers throughout the United States and its territories (e.g., Puerto Rico), as well as at over 30 international test centers, including Canada and Mexico.

Refer to the Pearson VUE Web site at www.pearsonvue.com/mttc/ for up-to-date information about computer-based test centers, including test center addresses, real-time seat availability, and locations of test centers outside of Michigan.

You should register as early as possible before your desired test date, as testing centers schedule test appointments on a first-come, first-served basis. You will select a testing center as part of the test-scheduling process. You will receive confirmation of your testing center location, including directions to the center location, after you schedule your test appointment on the Pearson VUE Web site (www.pearsonvue.com/mttc/).

There are computer-based testing centers in the following Michigan locations:

- Ann Arbor
- Grand Rapids
- Lansing
- Marquette
- Southfield (Detroit-west)
- Traverse City
- Troy (Detroit-north)



TEST FEES AND PAYMENT POLICIES FOR PAPER-BASED TESTING

Test Registration Fees	
Regular registration fees	
Basic Skills test (096)	\$48
First subject-area test	\$73
Each additional subject-area test	\$59
Late registration fee	\$30
Emergency registration fee	\$70
Additional Service Fees	
Change of registration	\$20
Fees for adding tests	
Adding the Basic Skills test	\$48
Adding first subject-area test	\$73
Adding an additional subject-area test	\$59
Basic Skills essay subtest rescoring	\$30
Multiple-choice answer sheet rescoring	\$25
Fee for additional copy of test results (per copy)	\$15
Study guide (mail order)	\$6 each
Online practice tests	\$29 each
Fee to clear an account (for example, due to a disputed credit card charge)	\$20

Withdrawal/Refund Policy

If after registering for the MTTC you wish to withdraw from one or more tests for which you have registered, you must submit a Withdrawal/Refund Request Form for Paper-Based Testing on the Internet or send your completed Withdrawal/Refund Request Form for Paper-Based Testing to Evaluation Systems by U.S. mail or fax. This form must be received by 5:00 p.m. eastern time on the late registration deadline. Refer to "Changing Your Registration for Paper-Based Testing" for information about how to submit the Withdrawal/Refund Request Form for Paper-Based Testing.

If you withdraw by the late registration deadline, you will receive a partial refund in the amount of:

- \$15 for withdrawing from the Basic Skills test and/or
- \$20 for each subject-area test from which you withdraw.

If you registered during the late registration period, the late registration fee will not be refunded. Refunds will be issued approximately five weeks after the test date.

You may not withdraw your registration or receive a refund if you register during the emergency registration period. If you are absent from the test, you will not receive a refund or credit of any kind. (See the absentee policy in "Reporting to the Test Site for Paper-Based Testing.")

Payment Methods

The fees for Internet registration, telephone registration, and changes to registration made on the Internet must be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without a VISA or MasterCard logo cannot be accepted. The merchant name that will appear on your credit card statement is "Eval Systems Test Fee."

The fees for registration by U.S. mail and other services requested by mail (see "Additional Service Fees" in the table above) must be paid by check or money order. Fees for an additional copy of your test results must be paid by cashier's check or money order; personal checks are not accepted for this service. Checks and money orders must be made payable to Evaluation Systems in U.S. dollars. Please write the last four digits of your social security number on your payment. Do not send cash.

Payment Policies

If you register to retake the Basic Skills test, you will automatically receive a \$10 refund for each previously passed Basic Skills section you do not retake. Your refund will be sent after your score report has been issued. However, to be registered correctly for the Basic Skills test, you must send in the full \$48 test fee in addition to any other test fees for that administration.

The test fee for additional subject-area tests (\$59 per test) applies only when you register for more than one subject-area test on the same test date.

If you register to take the same test on multiple test dates and pass the test on the first test date, you will not be issued a refund for your additional registrations on the basis of your passing performance.

If you have any outstanding balance owed by you to Evaluation Systems after a test administration for which you were registered, your score report for that test date will not be produced and your test score(s) will not be reported to you, to the MDE, or to any institutions until your account is paid in full and cleared.

The following policies apply to you when you have an outstanding balance with Evaluation Systems:

- You will be assessed an additional fee to cover the processing required to clear your account.
- You will not be allowed to register for future test dates until your balance, which includes the additional fee, is paid in full.
- Any credits or refunds for which you may be eligible will be applied first to your outstanding debt, with any excess to be returned to you.

If a credit card charge for an Evaluation Systems service for you is disputed:

- You may not be allowed to make any future payments by credit card.
- You must make your payment to clear your account by cashier's check or money order only.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

Additionally, if a personal check submitted by you is returned by the bank:

- You will not be allowed to make any future payments by personal check.
- You must make your payment to clear your account by cashier's check or money order only, unless you are making a subsequent credit card payment for additional services, in which case your credit card will be billed for both the outstanding balance and the additional requested services.
- If you attempt to pay for any further services by credit card before clearing your account, your credit card will be billed for the amount of all services you have requested, as well as the outstanding balance owed. You agree to pay for all such services and outstanding balances in the event your credit card company does not.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.



TEST FEES AND PAYMENT POLICIES FOR COMPUTER-BASED TESTING

Test Fees	
Basic Skills test (096) (ALL three subtests)	\$130
One subtest only	\$75
Two subtests only	\$110
Elementary Education (083) Mathematics (Elementary) (089) Mathematics (Secondary) (022)	\$130
Additional Service Fees	
Basic Skills essay subtest rescoring	\$30
Fee for additional copy of test results (per copy)	\$15
Study guide (mail order)	\$6 each
Online practice tests	\$29 each
Fee to clear an account (for example, due to a disputed credit card charge)	\$20

Note: You may register for only ONE Basic Skills selection per testing window.

Withdrawal/Refund Policy

If after registering for an MTTC computer-based test you wish to withdraw your registration, you may do so by completing and submitting a Withdrawal/Refund Request Form for Computer-Based Testing before scheduling your test appointment.

If you have already scheduled your test appointment, you must first cancel your test appointment on the Pearson VUE Web site at least 24 hours before your scheduled testing time. Then, to withdraw your registration, you must complete and submit a Withdrawal/Refund Request Form for Computer-Based Testing.

Refer to "Changing Your Registration for Computer-Based Testing " for information about how to cancel a test appointment or submit a Withdrawal/Refund Request Form for Computer-Based Testing.

If you registered for more than one test and/or subtest, withdrawal of your registration will apply to all tests and/or subtests you selected at the time of registration. You may not withdraw from or receive a refund for only one test or subtest if your original registration was for multiple tests or subtests.

If you withdraw your registration before you have scheduled your test appointment or if you cancel your test appointment at least 24 hours before your scheduled testing time and then withdraw your registration, you will receive a refund in the amount of the total fees paid for that registration. Your refund will be issued by Evaluation Systems within four weeks of your request.

If you are absent from the test, you will not receive a refund or credit of any kind. (See the absentee policy in "Reporting to the Test Site for Computer-Based Testing.")

Payment Methods

The fees for registration and changes to registration must be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without a VISA or MasterCard logo cannot be accepted. The merchant name that will appear on your credit card statement is "Eval Systems Test Fee."

The fees for services requested by mail (see "Additional Service Fees" in the table above) must be paid by check or money order. Fees for an additional copy of your test results must be paid by cashier's check or money order, or by credit card (for tests taken after 1998); personal checks are not accepted for this service. Checks and money orders must be made payable to Evaluation Systems in U.S. dollars. Please write the last four digits of your social security number on your payment. Do not send cash.

Payment Policies

If you have any outstanding balance owed by you to Evaluation Systems after a test administration for which you were registered, your score report for that test date will not be produced and your test score(s) will not be reported to you, to the MDE, or to any institutions until your account is paid in full and cleared.

The following policies apply to you when you have an outstanding balance with Evaluation Systems:

- You will be assessed an additional fee to cover the processing required to clear your account.
- You will not be allowed to register for future test dates until your balance, which includes the additional fee, is paid in full.
- Any credits or refunds for which you may be eligible will be applied first to your outstanding debt, with any excess to be returned to you.

If a credit card charge for an Evaluation Systems service for you is disputed:

- You may not be allowed to make any future payments by credit card.
- You must make your payment to clear your account by cashier's check or money order only.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

Additionally, if a personal check submitted by you is returned by the bank:

- You will not be allowed to make any future payments by personal check.
- You must make your payment to clear your account by cashier's check or money order only, unless you are making a subsequent credit card payment for additional services, in which case your credit card will be billed for both the outstanding balance and the additional requested services.
- If you attempt to pay for any further services by credit card before clearing your account, your credit card will be billed for the amount of all services you have requested, as well as the outstanding balance owed. You agree to pay for all such services and outstanding balances in the event your credit card company does not.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.



INSTITUTION CODES

Colleges or Universities to Receive Scores

When you take the MTTC, you may need to send your scores to a college or university. Typically, examinees send their test scores to the Michigan college or university that they attend or at which they completed their teacher preparation program. The provision for reporting scores to up to three institutions is primarily for individuals applying for admission to Michigan teacher preparation programs to complete requirements for certification.

When you register for the MTTC, you may identify up to three Michigan colleges or universities to receive your scores. Indicate each institution only once, using the institution codes from the table below. All of your scores will be reported to each institution indicated.

If a college or university that you did not select to receive your score report asks that you provide a score report, you will need to complete a Test Results Request Form so that an official score report will be sent directly to the college or university from Evaluation Systems.

Michigan College or University You Are Currently Attending (Recommending)

When registering, please use the table below to indicate the institution that you are currently attending that will recommend you for certification. If your teacher preparation took place outside of Michigan, enter the two-letter postal code of the state in which you completed teacher preparation requirements for the certification you are seeking or "OC" if your requirements were completed outside of the United States.

If you need your test scores to be sent to the institution you are currently attending, be sure you have selected it as an institution to receive scores.

Institution and Code
Adrian College (01)
Albion College (02)
Alma College (03)
Andrews University (04)
Aquinas College (05)
Baker College (41)
Calvin College (06)
Central Michigan University (07)
College for Creative Studies (45)
Concordia University (08)
Cornerstone University (11)
Eastern Michigan University (09)
Ferris State University (10)
Finlandia University (42)
Grand Valley State University (12)
*Hillsdale College (13)
Hope College (14)

Institution and Code
Lake Superior State University (40)
Madonna University (16)
Marygrove College (17)
Michigan CTE Education Program (97)
Michigan State University (18)
Michigan Technological University (19)
Northern Michigan University (21)
Oakland University (22)
Olivet College (23)
Robert B. Miller College (47)
Rochester College (43)
Saginaw Valley State University (24)
Siena Heights University (25)
Spring Arbor University (26)
Teach For America (88)
University of Detroit Mercy (27)
University of Michigan—Ann Arbor (28)
University of Michigan—Dearborn (29)
University of Michigan—Flint (30)
Wayne State University (31)
Western Michigan University (32)
The Woodrow Wilson National Fellowship Foundation (48)
Other/Michigan community college (98)
Other/Michigan institution (33)
Other or not currently attending (99)

* Hillsdale College will not be a preparation institution as of December 31, 2013.

 **BACKGROUND QUESTIONS**

When you register for the MTTC, you will be asked the following background questions. Providing accurate and complete background information about yourself is important; the information that you provide will be kept confidential. If you register on the Internet or by telephone, you will respond to the following questions as you register. If you register by mail, enter your responses to the following questions on the registration form.

Grade level (#14 on registration form)

Select the option that corresponds to the grade level for which you will be seeking certification or at which you are currently certified.

- A. Elementary
- B. Secondary

Certification status (#15 on registration form)

Select the option that corresponds to your certification status.

- A. You are planning to seek your first Michigan provisional certificate after completion of a traditional teacher preparation program at a Michigan college or university.
- B. You are seeking an additional endorsement on a Michigan teaching certificate that you currently hold.
- C. You are seeking a Michigan teaching certificate after completion of a teacher preparation program in a state other than Michigan, but you do not have a teaching certificate in that state.
- D. You are seeking a Michigan teaching certificate, and you currently hold a valid teaching certificate in another state.
- E. You are seeking a Michigan teaching certificate that you are earning through a Michigan Alternative Routes to Teacher Certification program (a partnership between a school district and a college or university).
- F. You have not completed or are not in the process of completing a teacher preparation program. If you are testing for a school counselor license or for "highly qualified" status for No Child Left Behind, select this option.
- G. You are fulfilling paraprofessional requirements. Your results will not be reported to any institution.



COMPLIANCE WITH TESTING RULES FOR PAPER-BASED TESTING

By registering on the Internet, registering by telephone, or submitting a registration form (even if your registration form is received without your signature) for the MTTC, you are agreeing to abide by the Rules of Test Participation for Paper-Based Testing and all rules and requirements specified or referenced in the current registration bulletin and communicated to you, orally or in writing, at each test administration for which you have registered. You will also be asked to sign your answer document(s), which will contain an agreement to the Rules of Test Participation for Paper-Based Testing, prior to testing at the site on the day of the test. Failure to sign your answer document(s) on the day of the test may result in the voiding of your test scores or in your not being allowed to test.

Rules of Test Participation for Paper-Based Testing

- 1. COMPLIANCE:** I understand that if I fail to comply with the rules and requirements specified or referenced in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future test administrations, my registration may be canceled, I may not be allowed to test, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the Michigan Department of Education (MDE) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate, including denying, revoking, or suspending a teaching certificate.
- 2. REGISTRATION:** I have read and agree to the "Test Fees and Payment Policies for Paper-Based Testing" section of the current bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered for the MTTC, if my registration form is not signed, or if the identity certification statement is not completed, I may not be permitted to register for current or future test sessions and/or my score report may not be produced and/or my score(s) may be voided.
- 3. WITHDRAWAL FROM TEST ADMINISTRATION:** I may withdraw from a test administration and receive a partial refund if I withdraw before the end of the late registration period for the test date for which I have registered. If I withdraw later than the end of the late registration period or if I am absent from the test administration, I will receive no refund or credit of any kind.
- 4. PURPOSE OF TESTING:** I understand that the tests are administered only for the purpose of certification or for any other purpose authorized by the Michigan State Board of Education and are to be taken only by individuals either enrolling in a state teacher preparation program, seeking teacher certification, or taking the test(s) for another purpose authorized by the Michigan State Board of Education. I certify that I am taking the test(s) for which I have registered for the purpose of teacher certification, as part of the state-approved teacher certification process, or for another purpose, as authorized by the Michigan State Board of Education.
- 5. IDENTIFICATION:** I understand that I will not be admitted to the testing room if I do not have the proper identification. Proper identification consists of one piece of current, government-issued identification printed in English, in the name in which I registered, bearing my photograph and signature. I understand that I will be required to provide a thumbprint at the test site, copies of my identification may be made, a photograph may be taken, and/or a video recording or other security measure may be employed at the administration, which may be used for identity verification. Additional screenings may be required by test site facilities. If I am refused admission to the test, for any reason, I will be considered absent and will receive no refund or credit of any kind.
- 6. LATE ARRIVAL:** I understand that if I arrive after a test administration has begun, I may be refused admission, in which case I will be considered absent and I will receive no refund or credit of any kind. If I am admitted after a test administration has begun, I will be required to sign an acknowledgment of late arrival, specifying that no additional time will be allotted. If I am taking a test with a recorded component, I will not be admitted once the recording has started.

7. **TEST ADMINISTRATION:** I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees. I agree to sign the answer document, to write out the identity certification statement, to provide identification as specified above, and to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test site, my score may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the MDE and Evaluation Systems.

8. **TEST SECURITY**

- a. **Test Property:** I understand that all test booklets, answer documents, and all other test materials and any portion thereof or information relating thereto (referred to below as the "Test Materials") are the sole property of the MDE and Evaluation Systems. I understand that my responses, without the identification of my name, may be used for research, development and implementation of testing programs, scorer training or study materials, or other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as "Notes") reflecting or recording anything about Test Materials from the testing room or to disassemble, copy, or reproduce the Test Materials in whole or in part, by hand or with the use of any electronic, or other type of, device of any nature.
- b. **Test Materials:** I understand that I will not be permitted to bring to or use during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, scratch paper, or any other unauthorized aid (collectively referred to below as "Unauthorized Aids"). Throughout the test session, I will have nothing on my desk but the test booklet(s), answer document(s), pencils, erasers, and my photo identification. Calculators will be provided for the Chemistry (018), Physics (019), and Physical Science (097) test fields. Only the calculator provided by my test administrator may be used during the test for these test fields. I understand that I must bring my own calculator for the Mathematics (Elementary) (089) and Mathematics (Secondary) (022) test fields only and that I will be allowed to bring and use only one of the brands/models of calculators approved for use as set forth in the current registration bulletin. I further understand that test administration staff will clear the memory of my calculator both before and after the test. **The possession or use of calculators for any other field or of calculator watches, calculator manuals, or any other Unauthorized Aid is prohibited.** I may use the margins of the test booklet for any intermediate work I need to do to answer specific questions. However, only answers and written responses that I record on my answer document will be scored.

I understand that if, despite my foregoing promises and agreements in Rules 8a and 8b above, test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purposes referenced in Rule 1 above. Test administrators, Evaluation Systems, and the MDE are not responsible for Unauthorized Aids or other prohibited material confiscated by them or otherwise turned over by me. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may occur as a result of such a search before my dismissal from the test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. If I fail to comply with these conditions, my name will be reported to the MDE and Evaluation Systems; my score may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the MDE and Evaluation Systems.

- 9. NONDISCLOSURE OF TEST MATERIALS:** Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of ten (10) years from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure, I may be liable in damages for the costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.
- 10. CALCULATORS:** I understand that the MDE and Evaluation Systems make no warranty, either expressed or implied, regarding the calculator directions (if provided) or the performance or accuracy of the calculator provided for certain tests, including but not limited to warranty of merchantability or warranty of fitness for a particular purpose. I further understand that liability for special, collateral, incidental, or consequential damages in connection with or arising out of the use of the calculator or directions (if provided) will be limited to score correction or test retake at no additional fee.
- 11. TEST SESSION:** I understand that each test session is four and one-half hours long. After admission to the test site, I may not leave the test site for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. Once I have completed the test(s) or at the end of the test session, my test materials will be collected and I will be dismissed. Once dismissed, I must leave the test site, and I will not be readmitted unless I am registered to take a test later that day.
- 12. TEST SCORE REPORTING AND CANCELLATION:** I understand that my test score(s) will be reported to me; to the MDE; to the Michigan institution(s) indicated during registration; and to any other institution, entity, or person authorized or required by law to receive this information. My score report will be sent even if I leave the testing room before I finish the test. I understand that any information provided as a part of registration may be used to report scores or to contact me regarding test- or program-related issues. If I do not want my score reported, I understand that a request in writing must be received by Evaluation Systems within seven (7) days after the test date. A Score Cancellation Form will be available at the test site on the day of the test. If I cancel my test score(s), I will receive no refund or credit of any kind, and my scores will not be entered into any records or reported to me, the MDE, or any Michigan institution.
- 13. VOIDED SCORE:** I understand that if I fail to comply with the rules and requirements set forth in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration or my score, Evaluation Systems will notify the MDE and other parties as deemed appropriate by the MDE. The MDE and Evaluation Systems reserve the right to void my test score if, in their sole opinion, there is adequate reason to question its validity or legitimacy due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the MDE and/or Evaluation Systems.
- 14. RIGHTS AND OBLIGATIONS REGARDING TEST ADMINISTRATION:** I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of test materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test site facilities, the adequacy or accuracy of scoring, the adequacy or accuracy of score reports, the adequacy or accuracy of information provided to me in connection with the MTTC program, and the adequacy of protection of examinee information will be limited to score correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the MDE and Evaluation Systems (including the employees, agents, contractors, or professional advisors of the MDE and Evaluation Systems).
- 15. PROGRAM CHANGES:** I understand that the testing program is subject to change at the sole discretion of the MDE.

16. **OBJECTION TO PROCEDURES:** If, for any reason, I object to the procedures presented in these Rules of Test Participation, I must advise Evaluation Systems, in writing, of the basis of my objection at least eight (8) weeks before the test date for which I wish to register for my objection to be taken under consideration. Under no circumstances may I register using the late or emergency registration procedures if I have such an objection. If I nevertheless object, my registration may be canceled, I may not be permitted to take the test(s), or my score(s) may be voided, unless I withdraw my objection in writing.
17. **RULES:** I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation. I agree that any legal action arising in connection with my registration for or participation in a test administration shall be brought in the state and federal courts governing St. Paul, Minnesota, and I consent to the personal jurisdiction of such courts.



COMPLIANCE WITH TESTING RULES FOR COMPUTER-BASED TESTING

By registering on the Internet for MTTC computer-based testing (CBT), you are agreeing to abide by the Rules of Test Participation for Computer-Based Testing and all rules and requirements specified or referenced in the current bulletin and communicated to you, orally or in writing, at each test administration for which you have registered.

For computer-based testing, a nondisclosure agreement will be presented to you on the computer after you sign in at the testing center. It will ask you to indicate your agreement to the conditions set forth in the current registration bulletin, including the Rules of Test Participation for Computer-Based Testing and the rules communicated to you orally or in writing at the test administration. **You will have five minutes to read and accept the terms of this nondisclosure agreement.** If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.

Rules of Test Participation for Computer-Based Testing

- 1. COMPLIANCE:** I understand that if I fail to comply with the rules and requirements specified or referenced in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if I take any prohibited actions, my test results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future test administrations, my registration may be canceled, I may not be allowed to test, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the Michigan Department of Education (MDE) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate, including denying, revoking, or suspending a teaching certificate.
- 2. REGISTRATION:** I have read and agree to the "Test Fees and Payment Policies for Computer-Based Testing" section of the current bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all test dates and/or tests for which I have registered for the MTTC, or if I do not indicate my agreement to abide by all applicable rules, I may not be permitted to register for current or future test sessions, my score report may not be produced, and/or my score(s) may be voided.
- 3. WITHDRAWAL FROM TEST ADMINISTRATION:** I may withdraw from a test administration and receive a full refund if I withdraw my registration before scheduling my test appointment or cancel my test appointment at least 24 hours before my scheduled testing time and then withdraw my registration. If I cancel my test appointment later than 24 hours before my scheduled testing time, or if I am absent from the test administration, I will receive no refund or credit of any kind.
- 4. PURPOSE OF TESTING:** I understand that the tests are administered for the purpose of certification or for any other purpose authorized by the Michigan State Board of Education and are to be taken only by individuals either enrolling in a state teacher preparation program, seeking teacher certification, or taking the test(s) for another purpose authorized by the Michigan State Board of Education. I certify that I am taking the test(s) for which I have registered for the purpose of teacher certification, as part of a state-approved teacher certification process, or for another purpose, as authorized by the Michigan State Board of Education.
- 5. IDENTIFICATION:** I understand that I will not be admitted to the testing room if I do not have the proper identification. Proper identification consists of one piece of current, government-issued identification printed in English, in the name in which I registered, bearing my photograph and signature. I understand that I will be required to provide a digital signature at the test site and that copies of my identification may be made, a palm scan and/or digital photograph may be taken, and a video recording or other security measure will be employed at the administration, which may be used for identity verification. Additional screenings may be required at test site facilities. If I am refused admission to the test, for any reason, I will be considered absent from the test and will receive no refund or credit of any kind.

6. **LATE ARRIVAL:** I understand that if I arrive after my scheduled testing time, I may be refused admission, in which case I will be considered absent and I will receive no refund or credit of any kind.
7. **TEST ADMINISTRATION:** I authorize the test administrators to serve as my agents in maintaining a secure test administration. I agree to follow all reasonable instructions given to me either orally or in writing at or during the test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees. I agree to provide a digital signature and/or palm scan, to provide proper identification as specified above, and to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test site, my score may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the MDE and Evaluation Systems.

8. TEST SECURITY

- a. **Test Property:** I understand that all test materials and any portion thereof or information relating thereto (referred to below as the "Test Materials") are the sole property of the MDE and Evaluation Systems. I understand that my responses, without the identification of my name, may be used for research, for development and implementation of testing programs, for scorer training or study materials, or for other purposes associated with the program. I understand and acknowledge that the Test Materials were developed at great cost and are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the test and no Test Materials will be available for me to review after the test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as "Notes") reflecting or recording anything about Test Materials from the testing room or to disassemble, copy, or reproduce the Test Materials in whole or in part, by hand or with the use of any electronic, or other type of, device of any nature.
- b. **Test Materials:** I understand that I will not be permitted to bring to or use during the test: Notes, cellular phones, electronic communication devices, visual or audio recording or listening devices or any device with an on/off option, scratch paper, or any other unauthorized aid (collectively referred to below as "Unauthorized Aids"). Throughout the test session, I will have nothing at my workstation but the erasable notebooklet and marker provided by the test administrator. I understand that I must bring my own graphing calculator for the Mathematics (Elementary) (089) and Mathematics (Secondary) (022) tests and that I will be allowed to bring and use only one of the brands/models of calculators approved for use for this test as set forth in "Test Selection" in the current registration bulletin. I further understand that test administration staff will clear the memory of my graphing calculator both before and after the test. The possession or use of calculators for any other test or of calculator watches, calculator manuals, or any other Unauthorized Aid is prohibited. I may use the erasable notebooklet provided for any intermediate work I need to do to answer specific questions. However, only answers and writing samples that I record on the computer will be scored.

I understand and agree that if, despite my foregoing promises and agreements in Rules 8a and 8b above, test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the test administrators at any time upon their request. If I should fail or refuse to do so, or if the test administrators believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purposes referenced in Rule 1 above. Test administrators, Evaluation Systems, and the MDE are not responsible for Unauthorized Aids or other prohibited materials confiscated by test administrators. In the event of a possible breach of test security, I agree to cooperate with the testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may occur as a result of such a search before my dismissal from the test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. If I fail to comply with these conditions, my name will be reported to the MDE and Evaluation Systems; my score may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate by the MDE and Evaluation Systems.

- 9. NONDISCLOSURE OF TEST MATERIALS:** Because of the great cost expended to develop the Test Materials, because of the obvious necessity that they be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of ten (10) years from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure I may be liable in damages for the costs (including redevelopment costs) incurred as a result of any breach of this agreement and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.
- 10. TEST SESSION:** I understand that each test session length is as defined in "Test Selection for Computer-Based Testing." After admission to the test site, I may not leave the test site for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. Once I have completed the test or at the end of the test session, my test materials will be collected and I will be dismissed. Once dismissed, I must leave the test site and I will not be readmitted unless I am scheduled to take a test later that day.
- 11. TEST SCORE REPORTING AND CANCELLATION:** I understand that my test score(s) will be reported to me; to the MDE; to the Michigan institution(s) indicated during registration; and to any institution, entity, or person authorized or required by law to receive this information. My score report will be sent even if I leave the testing room before I finish the test. I understand that any information provided as a part of registration may be used to report scores or to contact me regarding test- or program-related issues. I may not cancel my scores.
- 12. VOIDED SCORE:** If I fail to comply with the rules and requirements set forth in the current bulletin, including these Rules of Test Participation, and communicated to me, orally and/or in writing, at the test administration, or if doubts are raised about the validity or legitimacy of my registration or my score, Evaluation Systems will notify the MDE and other parties as deemed appropriate by the MDE. The MDE and Evaluation Systems reserve the right to void my test score if, in their sole opinion, there is adequate reason to question its validity or legitimacy due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the MDE and/or Evaluation Systems.
- 13. RIGHTS AND OBLIGATIONS REGARDING TEST ADMINISTRATION:** I understand and agree that liability for test administration activities, including but not limited to the adequacy or accuracy of Test Materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of test site facilities, the adequacy or accuracy of scoring, the adequacy or accuracy of score reports, the adequacy or accuracy of information provided to me in connection with the MTTC program, and the adequacy of protection of examinee information, will be limited to score correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the MDE and Evaluation Systems (including the employees, agents, contractors, or professional advisors of the MDE and Evaluation Systems).
- 14. PROGRAM CHANGES:** I understand that the testing program is subject to change at the sole discretion of the MDE.
- 15. OBJECTION TO PROCEDURES:** If, for any reason, I object to the procedures presented in these Rules of Test Participation, I must advise Evaluation Systems, in writing, of the basis of my objection at least eight (8) weeks before the test date for which I wish to register for my objection to be taken under consideration. Under no circumstances may I register if I have such an objection. If I nevertheless object, my registration may be canceled, I may not be permitted to take the test(s), or my score(s) may be voided, unless I withdraw my objection in writing.
- 16. RULES:** I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of this bulletin. The headings of each of the Rules of Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation. I agree that any legal action arising in







connection with my registration for or participation in a test administration shall be brought in the state and federal courts governing St. Paul, Minnesota, and I consent to the personal jurisdiction of such courts.



REGISTERING TO TEST



REGISTRATION OPTIONS FOR PAPER-BASED TESTING

Registration Method	Registration Period		
	Regular	Late	Emergency
Internet Registration Available 24 hours a day, 7 days a week. Internet registration must be completed by 5:00 p.m. eastern time on the registration deadline to be eligible for that registration period.			
U.S. Mail Registration Registration forms must be postmarked by the regular registration deadline or received by 5:00 p.m. eastern time on the late registration deadline.			Not available
Telephone Registration Open 9:00 a.m. to 5:00 p.m. eastern time, Monday–Friday, excluding holidays.	Not available	Not available	

Privacy Policy


Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration or test scores.

Evaluation Systems takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; Evaluation Systems and the MDE (including the employees, agents, contractors, or professional advisors of Evaluation Systems and the MDE); the institution(s) you indicate in your registration; and any institution, entity, or person required or authorized by law to receive this information.



REGISTRATION OPTIONS FOR COMPUTER-BASED TESTING

Registration Method	
Internet Registration Available 24 hours a day, 7 days a week. Internet registration must be completed by 5:00 p.m. eastern time on the registration deadline to be eligible for that registration period.	

Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding your registration or test scores.

Evaluation Systems takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; Evaluation Systems and the MDE (including the employees, agents, contractors, or professional advisors of Evaluation Systems and the MDE); the institution(s) you indicate in your registration; and any institution, entity, or person required or authorized by law to receive this information.



INTERNET REGISTRATION FOR PAPER-BASED TESTING

Registration for paper-based testing is available on the Internet 24 hours a day, 7 days a week, during **all registration periods**.

Internet registration periods end at 5:00 p.m. eastern time on the regular, late, and emergency registration deadlines for each test administration. Registrations submitted after the regular and late registration deadlines will incur additional registration fees and registration options may be limited.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

If you wish to request alternative testing arrangements, submit your request and any required documentation by mail or fax before the regular registration deadline. See "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form for Paper-Based Testing.

How to register. To register, select "Register Now" on the MTTC Web site and follow the instructions provided. If you don't have an account, you will be prompted to create one. See "About *My Account*" for information about creating and using an account. Be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). Enter your name as it appears on your government-issued identification. When you register online, you may sign up to receive your scores by e-mail.

If you do not have a valid U.S. social security number, you must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete your registration. An OPPS registration number may be obtained by calling 517-335-0589.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. Additional fees apply for late and emergency registration. See "Test Fees and Payment Policies for Paper-Based Testing" for complete information about registration fees and payment policies.

Confirmation. After you have completed the Internet registration process, you will be sent an e-mail acknowledging that you have submitted an Internet registration. You are not officially registered for the MTTC, however, until you subsequently receive a registration confirmation e-mail. The registration confirmation e-mail will generally be sent within one business day of receipt of your registration information.

After your registration has been processed and you have been assigned to a specific test site, you will receive an admission ticket by e-mail. Print your admission ticket and bring it with you to the test site. You should also print a copy for your records.



INTERNET REGISTRATION FOR COMPUTER-BASED TESTING

Registration for computer-based testing (CBT) is available on the Internet 24 hours a day, 7 days a week.

You should try to register as early as possible before your desired test date. Due to the amount of time required to process a CBT registration, you may not be able to schedule an appointment to test if you register within three calendar days of the day on which you plan to take the test. Test appointments are accepted on a first-come, first-served basis, and seating is limited.

Please note:

- If you take an MTTC computer-based test, you must wait 90 days before retaking the same test on computer.
- If you are taking the Basic Skills test, you may register for one, two, or all three subtests per testing session. However, you may only make ONE Basic Skills selection per testing window.

Before you register. Because of laws protecting confidentiality and privacy, only you may register yourself for a test. Before you register, be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). You may wish to review the "Background Questions" to prepare answers to the questions you will be asked during registration.

If you do not have a valid U.S. social security number, you must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete your registration. An OPPS registration number may be obtained by calling 517-335-0589.

See "Registering for Alternative Testing Arrangements" if you wish to request alternative testing arrangements.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. Additional fees apply for computer-based testing. See "Test Fees and Payment Policies for Computer-Based Testing" for complete information about registration fees and payment policies.

How to register. Registration for computer-based testing is a two-part process with a registration step and a scheduling step.

1. **Registering for the test.** To register, select "Register Now" on the MTTC Web site and follow the instructions provided. Registration begins on this Web site, where you will be asked to provide your personal and payment information. If you don't have an account, you will be prompted to create one. See "About My Account" for information about creating and using an account. Be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). Enter your name as it appears on your government-issued identification that you plan to use for admittance to the test site.

Acknowledgment of registration and Authorization to Test. After you have completed the registration process, Evaluation Systems will send you an e-mail acknowledging that you have submitted a registration. Within one business day, Evaluation Systems will e-mail you an *Authorization to Test*. This *Authorization to Test* allows you to schedule a test appointment.

Your *Authorization to Test* is valid for one year from the date of issue. If you do not schedule a test appointment and take your test within one year, or withdraw your registration within one year, your authorization will expire, and you will receive no refund or credit of any kind.

Retain a copy of your *Authorization to Test* for your records. It contains your examinee ID number, which is required to schedule your test appointment.

- 2. Scheduling your test.** After receiving your *Authorization to Test* from Evaluation Systems, you must visit the Pearson VUE Web site to select your test date, testing time, and test center. Please note that first-time CBT examinees must create a Pearson VUE Web account before using the Web site to schedule a test and that account setup may require up to 24 hours to process.

Confirmation of scheduled test. After you schedule your test, Pearson VUE will send you an e-mail confirming your test appointment and listing your test date, your testing time, and the address and phone number of the test center, as well as directions to the test center.



U.S. MAIL REGISTRATION FOR PAPER-BASED TESTING

You may register for paper-based testing by mail during the **regular and late registration periods only**. Please note that the registration deadlines are strictly enforced.

For the regular registration period, your registration materials must be **postmarked** by the regular registration deadline. Registration materials **postmarked** after the regular registration deadline must include the late registration fee or they will be returned unprocessed. This may delay your test date or cause you to incur additional registration fees. If your registration envelope bears multiple postmarks, the most recent date will govern.

For the late registration period, your registration form and payment, including the late registration fee, must be **received** no later than 5:00 p.m. eastern time on the late registration deadline. Registration materials **received** after 5:00 p.m. eastern time on the late registration deadline will be returned unprocessed regardless of the postmark date. This may delay your test date or cause you to incur additional registration fees.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

If you wish to request alternative testing arrangements, please submit your request and any required documentation by mail with your registration form, or fax it separately, before the regular registration deadline. See "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form for Paper-Based Testing.

How to register. To register, complete the registration form by following the instructions listed on the form. The registration form can be ordered on the MTTC Web site by selecting "Print Bulletin and Forms (PDF)." Enter your name as it appears on your government-issued identification. The registration form is processed by computer; therefore, a photocopied or faxed registration form will not be accepted.

If you do not have a valid U.S. social security number, you must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete your registration. An OPPS registration number may be obtained by calling 517-335-0589.

After you have provided and checked all the information on the registration form and then signed the form, mail it along with the correct payment in the envelope provided (see "Procedures for U.S. Mail Registration" below). See "Test Dates for Paper-Based Testing" for the registration deadlines and score report date associated with each test date.

If you are concerned that you may be mailing your registration materials too close to the late registration deadline, you may choose to use an expedited delivery service to ensure that they arrive at Evaluation Systems on time. Contact your U.S. post office or another overnight delivery service for information about the best method for sending your registration materials to ensure on-time delivery to Evaluation Systems. The overnight mailing address is:

MTTC
Evaluation Systems
Pearson
300 Venture Way
Hadley, MA 01035

Telephone: (413) 256-2876

Payment. Payment must be made at the time of registration by personal check, cashier's check, or money order. An additional fee applies for late registration. See "Test Fees and Payment Policies for Paper-Based Testing" for complete information about registration fees and payment policies.

Confirmation. You will receive your admission ticket by U.S. mail after you have been assigned to a specific test site. If you have not received your admission ticket one week before the late registration deadline, contact Evaluation Systems.

Notice of Error in Registration

If your registration form is incomplete or illegible or if the correct payment is not enclosed, your registration materials will be returned to you unprocessed with a letter advising you of the error and the deadline by which your corrected materials must be received in order for you to be registered for the administration. This may result in additional registration fees or a delay in your test date, as no corrected registration materials will be accepted after the late registration deadline. If you receive your unprocessed registration materials after the late registration deadline, you may still be able to register during the emergency registration period. However, all emergency registration rules, including the registration options and fees, will apply.

Procedures for U.S. Mail Registration

Complete the following steps to register by U.S. mail:

1. Obtain a registration form, which you may order by selecting "Print Bulletin and Forms (PDF)" on the MTTC Web site. Faxed or photocopied registration forms will not be accepted.
2. Review the "Registration Checklist" to ensure that you have the information you need to register.
3. Complete the registration form and enclose the correct payment in U.S. dollars. If you are applying a voucher toward your fee, include the original voucher in the envelope with your form and payment.
4. Read "Compliance with Testing Rules for Paper-Based Testing" and sign your registration form. Your signature must appear on your registration form in order for it to be processed.
5. If you are requesting alternative testing arrangements, include the Alternative Testing Arrangements Request Form for Paper-Based Testing and all required documentation.
6. Affix correct postage to the preaddressed envelope provided. All registration materials must be sent to Evaluation Systems.



TELEPHONE REGISTRATION FOR PAPER-BASED TESTING

You may register for paper-based testing by telephone during the **emergency registration period only**.

See "Test Dates for Paper-Based Testing" for the registration schedule. Test area selections are limited during the emergency registration period. See "Test Sites" for availability information. Telephone lines are generally busiest at the beginning and end of the day and at the beginning and end of the registration period. You may wish to call at times when the registration telephone lines are less busy or register on the Internet.

Before you register. Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for a test.

If you do not have a valid U.S. social security number, you must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete your registration. An OPPS registration number may be obtained by calling 517-335-0589.

How to register. To register, call (800) 823-9225 or (413) 256-2876, 9:00 a.m.–5:00 p.m. eastern time, Monday through Friday, excluding holidays. Use your name as it appears on your government-issued identification.

When you call, have a pen or pencil and paper available. You will be given details about your responsibilities and specific information about the test administration, such as your reporting time and the test site address.

Payment. Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. Additional fees apply for emergency registration. See "Test Fees and Payment Policies for Paper-Based Testing" for complete information about registration fees and payment policies.

Confirmation. After your registration has been processed, you will receive your admission ticket by U.S. mail.



REGISTERING FOR ALTERNATIVE TESTING ARRANGEMENTS

Alternative testing arrangements that are reasonable in the context of this certification test and supported by documentation may be provided for the following examinees who would not be able to take the test under standard conditions:

- Examinees with physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, illness, injury)
- Examinees with disabilities other than physical (e.g., learning disabilities)
- Examinees whose religious practices do not allow them to take tests on Saturdays

All timely and complete alternative testing arrangements requests and accompanying documentation are reviewed on a case-by-case basis upon receipt. In some cases, the submitted documentation may not be sufficient to make a determination regarding the requested accommodation(s) or may not support the requested accommodation(s). Additional information or test results may be needed.

Please be aware that your request form and supporting documentation may be shared with the MDE in order to process your request. The documentation will be kept confidential to the extent required by law.

Some alternative testing arrangements may be accommodated at selected sites only.

Procedure for Requesting Alternative Testing Arrangements

Initial requests for alternative testing arrangements. In all cases, examinees requesting alternative testing arrangements must (a) complete a test registration and submit correct payment, (b) mail or fax a completed Alternative Testing Arrangements Request Form, and (c) mail or fax any required documentation. Please note that there are separate request forms for paper-based testing and computer-based testing. The Alternative Testing Arrangements Request Forms are available to download as PDF documents by selecting "Print Bulletin and Forms (PDF)" on the MTTC Web site. Write your name and telephone number on each piece of correspondence you provide.

Subsequent requests for alternative testing arrangements. The **Alternative Testing Arrangements Request Form** must be submitted each time you register. The **first time** that you request alternative testing arrangements, you will need to submit **all of the required documentation** to support your request for accommodations. Evaluation Systems will keep your documentation on file for **one year**. If you register for subsequent test dates within that year, you only need to submit your completed registration, correct payment, and a completed Alternative Testing Arrangements Request Form, as long as your condition and the requested accommodations have not changed.

Some accommodations (e.g., Braille tests) have specialized production requirements associated with them, and more time for production may be required than is available after the regular registration deadline. Although every effort is made to process all requests in a timely manner, the earlier you submit your request, the more time will be available for specialized production, if needed. Certain production requirements may necessitate rolling over your registration to a future test administration.

In some cases, you may be contacted directly to discuss suitable testing arrangements.

Procedures for Paper-Based Testing

Deadline for requests. The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.

Requests for additional time. Each test session is designed to allow sufficient time to complete the associated test(s) in the MTTC program. Examinees may find the testing session to be more than enough to complete the test, even if they have needed extra time on other tests they have taken in the past. If, however, you have a documented disability and you feel you need extra time for testing, you may submit a request for alternative testing arrangements when you register for the MTTC.

Please note that all requests for additional time require appropriate documentation and are subject to approval by the MDE.

You may wish to register for fewer tests per test date, which will allow you to use the second test session for additional time to complete the tests, providing your request for additional time is approved. Registering for multiple tests on the same test date limits the additional testing time you can be allowed because testing must be completed within one test administration day (see "Test Selection" for information about subtest availability by test session).

Notification of resolution. Before the test date, you will receive information regarding your request. The resolution of your request for alternative testing arrangements will be sent to you by U.S. mail, even if you register on the Internet and receive a receipt of registration by e-mail. You should contact Evaluation Systems at the time you receive this information if you have any questions or concerns about it. If you have submitted a request for alternative testing arrangements and you have not received written confirmation of your resolution before the late registration deadline, you should contact Evaluation Systems to confirm receipt of your request.

Registering for an alternative test date for religious reasons. Alternative test dates may be arranged for people who are registering for paper-based testing and whose religious practices do not allow them to take tests on Saturdays. These alternative test dates may be arranged only for religious reasons and will be scheduled for the Sunday following the regular Saturday test date. Alternative test dates are available only in the following test areas: **Detroit, Kalamazoo, and Marquette.**

To request an alternative test date, you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form for Paper-Based Testing; and
3. submit a signed letter from a member of the clergy, written on that person's professional letterhead, stating that your religious practices prohibit Saturday testing.

The deadline for submission of your Alternative Testing Arrangements Request Form for Paper-Based Testing and supporting letter is the regular registration deadline.

Procedures for Computer-Based Testing

Deadline for requests. Examinees who wish to request alternative testing arrangements for a computer-based administration should register as early as possible in advance of their desired testing window because of the additional time needed to process the registration and to schedule the test administration date. After registering, you must mail or fax a completed Alternative Testing Arrangements Request Form for Computer-Based Testing and any required documentation as described below. Most examinees will be contacted regarding the resolution of a request for accommodations within three weeks after the request form and all required documentation have been received.

Requests for additional time. Each test session is designed to allow sufficient time to complete the associated test(s) in the MTTC program. Examinees may find the testing session to be more than enough to complete the test, even if they have needed extra time on other tests they have taken in the past. If, however, you have a documented disability and you feel you need extra time for testing, you may submit a request for alternative testing arrangements when you register for the MTTC.

Please note that all requests for additional time require appropriate documentation and are subject to approval by the MDE.

Notification of resolution. When you submit a request for alternative testing arrangements, you should wait to receive confirmation of your resolution **before** scheduling your test appointment at the test center. If you schedule your test appointment before receiving this confirmation, you will be required to cancel and reschedule it in order to ensure that your accommodations will be appropriately applied. This could result in a delay of your desired test date.

When your request for alternative testing arrangements has been resolved, you will be contacted via e-mail regarding the resolution and given important information about scheduling your test appointment. In order to ensure that your approved accommodations are appropriately applied to your test appointment and available for your testing session, **you must schedule your test appointment by phone.** Test appointments scheduled through the Pearson VUE Web site will not reflect any approved alternative testing arrangements.

Scheduling your test appointment. Once you have received confirmation that your alternative testing arrangements request has been resolved, you must call the Pearson VUE phone number provided to you and identify yourself as a candidate who needs to schedule a test appointment for the MTTC with accommodations. If you do not indicate that you have been approved for accommodations at the time that you call to schedule your test appointment, you will be scheduled for a test appointment without your approved accommodations.

When you call to schedule a test appointment, you should be prepared to identify your preferred test date and test center. Please be aware that some accommodations may require up to three weeks prior to the date of your test appointment to make the necessary arrangements for staff, space, and materials. Test appointments are scheduled on a first-come, first-served basis. Please schedule your test appointment as soon as possible after your request has been resolved in order to allow time for such arrangements to be made and to avoid a potential delay in your test date.

Alternative test dates. Computer-based testing is available during testing windows that include a range of weekdays (see "Test Dates for Computer-Based Testing"). For this reason, individuals whose religious practices prohibit Saturday testing are able to independently schedule a test appointment that does not conflict with their religious practices without submitting a request for alternative testing arrangements.

Documentation Requirements and Review of Requests

The following alternative testing arrangements may be requested because of a disability (e.g., visual impairment, hearing impairment, motor disability, illness, injury) and can be accommodated at **all** test sites:

For paper-based testing:

- Allowance of a medical device (e.g., inhaler) in the testing room
- Frequent breaks (e.g., for those with hypoglycemia or diabetes)
- Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with a visual impairment)
- Use of a pen for a written assignment (e.g., for those with a motor impairment)
- Written copy of the oral directions (e.g., for those with a hearing impairment)

For computer-based testing:

- Allowance of a medical device (e.g., inhaler) in the testing room
- Use of a trackball mouse
- Adjustable table

Please note that all sites are wheelchair-accessible. In addition, all examinees are permitted to take breaks to use the restroom, take medication outside the testing room, etc., without prior approval. Any time taken for these breaks is considered part of the examinee's available testing time.

To request any of the alternative testing arrangements listed above, you must:

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form indicating the nature of and reason for the request.

If you wish to request arrangements other than those listed above, please review the instructions that follow.

Registering for alternative testing arrangements because of a physical disability. If you require arrangements other than those listed above and the alternative testing arrangements are being requested due to a physical disability (e.g., visual impairment), you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a licensed professional, written on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment). The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested
 - b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Registering for alternative testing arrangements because of a disability other than physical. If you are requesting alternative testing arrangements due to a disability other than physical (e.g., learning disability), you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:
 - a. The disability for which alternative testing arrangements are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or as separate documentation:
 - A full educational history with complete documentation of special education services, including other disability-related testing modifications, received within the past five years, along with the name, date, and results of the diagnostic test(s) or evaluation(s), designed for purposes other than screening, administered within the past five years, used to document the disability (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

 - Results of a psychological, neuropsychological, or psychoeducational diagnostic test battery, designed for purposes other than screening, administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

 - Results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years
- b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Please note: If your test(s) or evaluation(s) were administered prior to the past five years, a full battery of testing may not be required. Instead, you may wish to consult with a qualified professional to determine which diagnostic test(s) related to your disability would indicate the current functional impact of your disability.

Documentation Checklist

Before submitting your Alternative Testing Arrangements Request Form and any required documentation, use the checklist below and the information above to confirm that your documentation is complete.

You may wish to share this information with the qualified professional with whom you have consulted.

This checklist does not apply to examinees registering for an alternative test date for religious reasons (see "Registering for an Alternative Test Date for Religious Reasons" above).

All documentation must meet all of the following requirements:

- It must include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability.
- It must include a diagnosis of the disability or disabilities.
- It must include recommended test administration modifications that are specifically related to the disability and that are reasonable within the context of this certification test.

Additionally, if you are requesting alternative testing arrangements because of a disability other than physical, your documentation must meet the following requirements:

- It must include the name, date, and actual results of diagnostic test(s) designed for purposes other than screening. The diagnostic test(s) should
 - be current, i.e., completed within the past five years;
 - demonstrate a significant discrepancy in your performance and your expected capability level;
 - demonstrate the current functional impact of your disability.

Documentation, in itself, does not automatically support the granting of alternative testing arrangements.

Appeal of denial of request for alternative testing arrangements. Evaluation Systems will notify examinees of the determination made with regard to their requests for alternative testing arrangements. You may appeal the denial of some or all of your requests for alternative testing arrangements. Before you submit your appeal, it is suggested that you review "Registering for Alternative Testing Arrangements." This section describes the documentation requirements for different types of alternative testing arrangements requests. If after reviewing the information in this section you still wish to proceed with an appeal of the decision, you may do so by submitting your appeal, in writing, to:

Alternative Testing Arrangements Coordinator
MTTC
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001

Telephone: (800) 823-9225 or (413) 256-2876
Fax: (413) 256-7075

The appeal should include the following information:

- Your name, address, and the last four digits of your social security number
- The date of the appeal
- The date of the test administration upon which the appeal is based
- Any documentation, in addition to the documentation that you submitted with your Alternative Testing Arrangements Request Form, that supports your alternative testing arrangements requests
- A brief summary of the reasons why your alternative testing arrangements requests should be granted
- Your signature

Your appeal should be submitted as soon as possible. Please be advised that an appeal may take up to 30 calendar days to resolve. For paper-based testing, an appeal that is received less than 30 calendar days before the test date for which an examinee is registered may not be processed by that date. For computer-based testing, if you schedule your test date before the appeal is resolved and the appeal is later granted, you will be scheduled for a test appointment without your approved accommodations.

After your appeal is reviewed, you will be notified as to whether your appeal has been granted or denied. All appeal determinations are subject to the approval of the MDE, and all appeal determinations are final.



CONFIRMING YOUR REGISTRATION FOR PAPER-BASED TESTING

Your Admission Ticket

After your registration has been processed and you have been assigned to a specific test site, you will be sent an admission ticket. You may receive more than one admission ticket, depending on the number of tests for which you have registered. Note that the admission tickets may be sent separately. Take your admission ticket(s) with you to the test site on the day of the test. Your admission to the test site will be delayed if you do not have your admission ticket.

Your admission ticket lists the personal information you provided when registering as well as testing information, including your

- test selection;
- MTTC identification (ID) number;
- test site;
- test date; and
- reporting time.

Check the information on your admission ticket when you receive it. Notify Evaluation Systems immediately if any testing information is inaccurate. You may not change your test session or test selection at the test site.

If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About *My Account*" for details.

Retain a copy of your admission ticket for your records.

If you lose your admission ticket or have not received your admission ticket by two weeks before the test date, you may request another copy by selecting "My Admission Ticket" on the MTTC Web site. You may also use this service to print the admission information you need to be admitted to the test administration.

Confirming Your Registration Status

To confirm your registration status, select "Confirm or Modify Registration" on the MTTC Web site, log in to your account, and follow the instructions provided.

Your account lists the MTTC test dates for which you are registered, including test area information, the test(s) for which you are registered, and, if available, information about the specific test site to which you have been assigned and your reporting time(s).

If you are unable to verify your registration status on the Internet, contact Evaluation Systems by telephone or by e-mail from the MTTC Web site before the regular, late, or emergency registration deadline, as applicable, to avoid additional registration fees. See "Test Dates for Paper-Based Testing" for the registration deadlines.



CONFIRMING YOUR REGISTRATION FOR COMPUTER-BASED TESTING

Authorization to Test

After your registration has been processed, Evaluation Systems will send you an *Authorization to Test* e-mail. This *Authorization to Test* allows you to go to the Pearson VUE Web site and schedule your testing appointment. If you lose your *Authorization to Test* or have not received it within three business days of submitting your registration, contact Evaluation Systems (see "Contact Information").

CBT Confirmation

After you schedule your test on the Pearson VUE Web site, you will be sent a confirmation e-mail listing your test date, your testing time, and the address and phone number of the test center, as well as directions to the test center. If you lose your CBT confirmation or have not received it within three business days of scheduling (or rescheduling) your test, contact Pearson VUE (see "Contact Information").



CHANGING YOUR REGISTRATION FOR PAPER-BASED TESTING

If after registering you wish to modify your registration for paper-based testing, you may submit a request on the Internet or send your request to Evaluation Systems by U.S. mail. See "Test Fees and Payment Policies for Paper-Based Testing" for information about the fees associated with registration modifications. If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About My Account" for details.

Please note that it is not possible to change a registration for paper-based testing to a registration for computer-based testing. You may, however, withdraw from your paper-based test registration and then register for a computer-based test.

The following table describes the types of registration changes available, the forms to submit (either on the Internet or by U.S. mail), and the associated deadlines. Follow the instructions below to submit a registration modification request on the Internet or by U.S. mail.

Type of Change	Form to Submit	Deadline
Changing your test date	Change of Registration Request Form for Paper-Based Testing	5:00 p.m. eastern time on the late registration deadline for either the test date you wish to change from or the test date you wish to change to, whichever is earlier
Changing your test area	Change of Registration Request Form for Paper-Based Testing	5:00 p.m. eastern time on the late registration deadline for the test date for which you are registered
Adding a test	Test-Add Request Form for Paper-Based Testing	
Changing your test selection	Change of Registration Request Form for Paper-Based Testing	
Withdrawing from one or more tests	Withdrawal/Refund Request Form for Paper-Based Testing	

Changing your test date. If you request to change your test date, all tests will be changed from the original test date to the new test date. If you wish to change the test date for some, but not all, of the tests for which you are registered, first withdraw from the tests you wish to change. Then, submit a new registration for those tests, selecting the test date of your choice.

Changing your test area. You may request to change the test area for which you are registered; however, such requests are granted based on available space. Requests to change from one testing facility to another in the same test area cannot be honored.

Adding tests or changing your test selection. You may request to add tests or change the tests for which you are registered. If your change in registration results in an overpayment, your refund will be issued approximately five weeks after the test date.

You may not change the Basic Skills test to a subject-area test by using the Change of Registration Request Form for Paper-Based Testing. If you wish to change from the Basic Skills test to one or more subject-area tests, you must withdraw from the Basic Skills test and then submit a Test-Add Request Form for Paper-Based Testing to add each subject-area test you wish to take.

Withdrawing from a test. Refer to the withdrawal/refund policy in "Test Fees and Payment Policies for Paper-Based Testing" for information about withdrawing from one or more tests.

Requesting Registration Modifications on the Internet

To request registration modifications on the Internet, complete the following steps:

1. Select "Confirm or Modify Registration" on the MTTC Web site.
2. Log in to your account and request registration changes by the appropriate deadline. Follow the instructions provided.
3. If payment is required, enter your credit card information when prompted. See "Test Fees and Payment Policies for Paper-Based Testing" for more information.
4. Within three business days, confirm that the change you have requested has been processed. See "Confirming Your Registration for Paper-Based Testing."

Requesting Registration Modifications by U.S. Mail

To request registration modifications by U.S. mail, complete the following steps:

1. Obtain the appropriate form to complete. All forms are available to download and print by selecting "Print Bulletin and Forms (PDF)" on the MTTC Web site.
2. Complete the appropriate form and mail it along with your payment, if required, to the address printed on the form.
3. If a payment is required, submit it with your completed form. Payment must be made by personal check, cashier's check, or money order.



CHANGING YOUR REGISTRATION FOR COMPUTER-BASED TESTING

If after registering or after scheduling your computer-based test you wish to modify your registration for a computer-based test, you may request a modification by following the procedures described below. Please note that it is not possible to change a registration for computer-based testing to a registration for paper-based testing. If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About *My Account*" for details.

Changing your test date, test center, or testing time. If you have already scheduled your test and wish to change the date, time, or location of your test appointment, you may reschedule your test appointment on the Pearson VUE Web site at www.pearsonvue.com/mttc. The deadline for rescheduling your test online is 24 hours before your scheduled testing time. There is no fee for rescheduling a test appointment.

NOTE: If you have been approved for alternative testing arrangements and need to change the date, time, or location of your test appointment, you must call Pearson VUE to reschedule your test appointment by telephone at least one business day (24 hours) before your scheduled testing time. Business days are Monday through Friday, excluding holidays.

Changing your test selection. If you wish to change the computer-based test for which you registered, you must withdraw your registration for the original test as described below and submit a new registration for the new test.

Withdrawing your registration. If you have registered for a computer-based test but have not yet scheduled your test appointment, you may withdraw your registration by submitting a completed Withdrawal/Refund Request Form for Computer-Based Testing (see "Print Bulletin and Forms [PDF]" on the MTTC Web site).

If you have already scheduled your test appointment, you must first cancel your test appointment on the Pearson VUE Web site at www.pearsonvue.com/mttc. The deadline for canceling your test appointment is 24 hours before your scheduled testing time. Then, to withdraw your registration completely, submit a completed Withdrawal/Refund Request Form for Computer-Based Testing (see "Print Bulletin and Forms [PDF]" on the MTTC Web site).

For information about refunds, refer to the withdrawal/refund policy in "Test Fees and Payment Policies for Computer-Based Testing."



THE DAY OF THE TEST



REPORTING TO THE TEST SITE FOR PAPER-BASED TESTING

Your admission ticket lists your test selection, test date, and reporting time. Please report to the test site no later than your scheduled reporting time. See "Test Selection for Paper-Based Testing" for reporting and dismissal times and test session length.

On the day of the test, you may wish to dress comfortably in layers. This will allow you to adjust for the temperature at the test site, which may vary and may not be under the control of the test administrators. Please wear soft-soled shoes to help maintain a quiet testing environment. Water bottles may be allowed in the testing room, provided they are clear, do not have a label, have a secure lid, and are stored under your seat, not on your desk, during testing. See "What to Bring to the Test Site for Paper-Based Testing" and "Test Site Rules" for more information.

Enhanced security measures, including additional security screenings, may be required by test site facilities. If an additional screening is conducted, only screened persons will be admitted to the test site. If you do not proceed through the security screening, you will not be allowed to test and you will not receive a refund or credit of any kind.

Late Arrival Policy

It is essential that you report for each assigned test session no later than the time indicated on your admission ticket. If you arrive late to a test session, you may not be admitted. If you are admitted late, you will not be given any additional time beyond the scheduled ending time for the test session, and you will be required to sign a statement acknowledging this.

If the test that you are taking begins with a component for which you are required to listen to an audio recording, you will not be admitted to the test after the recording has begun playing.

If you arrive late and are not admitted, you will be considered absent and will not receive a refund or credit of any kind. You will need to register and pay again to test at a future administration.

Absentee Policy

If you are absent from a test from which you did not properly withdraw (see "Changing Your Registration for Paper-Based Testing"), you will not be entitled to any refund. You will need to register and pay again to test at a future administration.

Emergency circumstances. If you are absent from a test administration because of an emergency circumstance (illness, injury, hospitalization, or death in the immediate family), you may be eligible to receive a fee voucher that you may use to register for a future test date. To request a voucher, you must mail or fax to Evaluation Systems a letter describing the emergency situation. Include written documentation, such as a dated newspaper obituary or a dated letter signed by a professional licensed to diagnose or treat the emergency condition (e.g., physician), on that person's professional letterhead. Documentation from a medical professional must specifically excuse you from testing on the date of the test. Documentation containing electronic signatures will not be accepted.

The letter and required documentation must be received at Evaluation Systems within 30 calendar days after the missed test date.

A response to your request will be sent by U.S. mail within two weeks after the missed test date, or two weeks after your request is received, whichever is later. If your request for a fee voucher is granted, the fee voucher you receive will be in the amount of the test fee(s) and registration processing fee you paid for the missed test date. Late and emergency registration fees are not included in fee voucher amounts; any such fees are the responsibility of the examinee.

Test Cancellation Policy

In the event that it becomes necessary to cancel a test administration at a test site or sites due to severe weather conditions or a natural disaster (e.g., flood, fire), the cancellation announcement will be posted on the MTTC Web site. In addition, the cancellation announcement will be available as a recorded telephone message at (800) 823-9225 and (413) 256-2876. You will be advised by e-mail and U.S. mail as soon as the test administration has been rescheduled.

Unless a test administration at a given test site is officially canceled, the test administration will be conducted as scheduled. If you miss a test administration that has not been officially canceled, you will be considered absent and will not receive a refund or credit of any kind.



REPORTING TO THE TEST SITE FOR COMPUTER-BASED TESTING

Your MTTC computer-based testing (CBT) confirmation lists your test selection, test date, testing time, and test center. Please report to the test center **30 minutes before** your scheduled testing time. On the day of the test, you may wish to dress comfortably in layers. This will allow you to adjust for the temperature at the test center, which may vary and may not be under the control of the test administrators. Please wear soft-soled shoes to help maintain a quiet testing environment. See "What to Bring to the Test Site for Computer-Based Testing" and "Test Site Rules" for more information.

Late Arrival Policy

It is essential that you report for your test appointment no later than the testing time indicated on your CBT confirmation. If you arrive more than 15 minutes late to a test appointment, you may not be admitted. If you arrive late and are not admitted, you will be considered absent and will not receive a refund or credit of any kind. You will need to register and pay again to test on a future date.

Absentee Policy

If you are absent from a test from which you did not properly withdraw (see "Changing Your Registration for Computer-Based Testing"), you will not be entitled to any refund. You will need to register and pay again to test on a future date.

Emergency circumstances. If you are absent from a test administration because of an emergency circumstance (illness, injury, hospitalization, or death in the immediate family), you may be eligible to receive a fee voucher that you may use to register for a future test date. To request a voucher, you must mail or fax to Evaluation Systems a letter describing the emergency situation. Include written documentation, such as a dated newspaper obituary or a dated letter signed by a professional licensed to diagnose or treat the emergency condition (e.g., physician), on that person's professional letterhead. Documentation from a medical professional must specifically excuse you from testing on the date of the test. Documentation containing electronic signatures will not be accepted.

The letter and required documentation must be received at Evaluation Systems within 30 calendar days after the missed test date.

A response to your request will be sent by U.S. mail within two weeks after your request is received. If your request for a fee voucher is granted, the fee voucher you receive will be in the amount of the test fee(s) you paid for the missed test appointment.

Test Cancellation Policy





In the event that it becomes necessary to close a test center due to severe weather conditions or a natural disaster (e.g., flood, fire), Pearson VUE will notify examinees by telephone and/or e-mail and will contact you to reschedule your test appointment.

If you miss a test appointment that has not been officially canceled due to a test center closing, you will be considered absent and will not receive a refund or credit of any kind. Contact the test center if you have any concerns or questions on the day of the test.



WHAT TO BRING TO THE TEST SITE FOR PAPER-BASED TESTING

You **MUST** bring the following with you to the test site:

	Your admission ticket
	Several sharpened No. 2 pencils with erasers (no pens or mechanical pencils); pencils will not be supplied at the test site
	See "Test Selection for Paper-Based Testing" for information about other items to bring to the test administration for specific tests.
	Proper identification as described in "Identification Policy" below

See "Test Site Rules" for information about what is not allowed at the test site.

If you do not have your admission ticket, please report directly to the Information Table at the test site. You may be required to complete additional paperwork, which may reduce your available testing time.

Identification Policy

You must bring to the test administration one piece of current, government-issued identification printed in English, in the name in which you registered, bearing your photograph and signature.

Acceptable forms of identification include the following:

- Driver's license with photograph and signature
- Passport with photograph and signature
- State identification with photograph and signature (provided by the Department of Motor Vehicles for individuals who do not have a driver's license)
- National identification with photograph and signature
- Military identification with photograph and signature
- Alien Registration Card (green card, permanent resident visa)

Unacceptable forms of identification include draft classification cards, credit cards of any kind, social security cards, student IDs, international driver's licenses, international student IDs, notary-prepared letters or documents, employee identification cards, learner's permits or any temporary identification cards, and automated teller machine (ATM) cards.

If you do not have proper identification at the time of your test, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will receive no credit or refund of any kind.

If the name on your identification differs from the name in which you are registered, you must bring **official, original** verification of the change (e.g., original marriage certificate, original court order).

If you have any questions about your identification, call Evaluation Systems at (800) 823-9225 or (413) 256-2876 before the day of the test.

As part of the identity verification process, your thumbprint will be taken at the test site. Thumbprints will be used only for the purpose of identity verification. If you do not provide a thumbprint, you will not be allowed to test and you will not receive a refund or credit of any kind. Note that a thumbprint provided at the test administration does not fulfill the fingerprint requirement for Michigan teacher certification.



WHAT TO BRING TO THE TEST SITE FOR COMPUTER-BASED TESTING

You **MUST** bring proper identification as described in "Identification Policy" below to the testing center on the day of your test. See "Test Site Rules" for information about what is not allowed at the testing center.

Identification Policy

You must bring to the test administration one piece of current, government-issued identification printed in English, in the name in which you registered, bearing your photograph and signature.

Acceptable forms of identification include the following:

- Driver's license with photograph and signature
- Passport with photograph and signature
- State identification with photograph and signature (provided by the Department of Motor Vehicles for individuals who do not have a driver's license)
- National identification with photograph and signature
- Military identification with photograph and signature
- Alien Registration Card (green card, permanent resident visa)

Unacceptable forms of identification include draft classification cards, credit cards of any kind, social security cards, student IDs, international driver's licenses, international student IDs, notary-prepared letters or documents, employee identification cards, learner's permits or any temporary identification cards, and automated teller machine (ATM) cards.

If you do not have proper identification at the time of your test, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will receive no credit or refund of any kind.

If the name on your identification differs from the name in which you are registered, you must bring **official, original** verification of the change (e.g., original marriage certificate, original court order).

If you have any questions about your identification, call Evaluation Systems at (800) 823-9225 or (413) 256-2876 before the day of the test.

As part of the identity verification process, your digital signature will be taken at the test center, and a palm scan and/or digital photograph may also be taken. These will be used only for the purpose of identity verification. If you do not allow your palm scan, photograph, or electronic signature to be taken, you will not be allowed to test and you will not receive a refund or credit of any kind.






TEST SITE RULES

When you register for the MTTC, **you agree to comply with all the rules** set forth in the current registration bulletin, including the Rules of Test Participation (see "Compliance with Testing Rules"), and the rules communicated to you at each test administration for which you are registered.

Violation of test site rules, including the possession or use of prohibited materials during a test administration, may result in the voiding of your scores.










The following are prohibited at the test site:

	Smoking and the use of all tobacco products
	Visitors , including relatives, children, and friends
	Weapons of any kind

Prohibited Materials

DO NOT bring any unauthorized aids or prohibited materials, listed below, with you to the test site. If you do bring any of these materials, you will be required to leave them in a designated area.

For computer-based testing, any personal items that you bring to the testing center must be stored in a locker outside of the testing room during the test. This includes watches, wallets, and purses in addition to the prohibited materials listed below.

	Cell phones (possession or use of)
	Electronic communication devices, visual or audio recording or listening devices, or any device with an on/off option , including, but not limited to, MP3 players, PDAs, pagers, computers, CDs, removable storage devices, calculator watches, clocks or watches with alarms, spellcheckers, etc.
	Calculators (except as noted for selected tests in "Test Selection") and calculator manuals
	Handwritten or printed materials , such as dictionaries, notebooks, scratch paper, textbooks, etc.
	Packages and bags of any kind, such as backpacks, briefcases, etc.
	Hats or headwear , except those being worn for religious or medical purposes
	Food and drink , including chewing gum, except water in approved containers as described in "Reporting to the Test Site"
	Unauthorized aids , such as slide rules, rulers, translation aids, highlighters, etc.
	Unauthorized medical devices , such as inhalers, Epinephrine injections, etc., unless prior approval has been obtained (refer to "Registering for Alternative Testing Arrangements" for more information)



DURING AND AFTER THE TEST (PAPER-BASED TESTING)

The test session is designed to allow sufficient time for sign-in, distribution of materials, and communication of directions before testing begins, and for completion of the test(s) by examinees. Some examinees may finish testing well before the scheduled ending time of the test session. However, you should be prepared to use the entire test session. You will be allowed no more than the allotted time to complete the test(s).

During testing, you may take restroom breaks. Any time that you take for restroom breaks is considered part of the available testing time. You may not leave the testing facility or room in which you have been seated for any purpose (other than to use the restroom, as permitted) until your test materials have been collected and you have been officially dismissed by a test administrator. During the test administration, you may not communicate with other examinees or any unauthorized persons in any way, either in person or by using any communication device.

Dismissal from the Test

Once you have been officially dismissed from a test session, you must leave the testing facility. If you are taking another test during a later session, return to the testing facility at the reporting time indicated on your admission ticket. You may wish to bring something to eat between test sessions; however, eating is not permitted in the testing rooms.

When you have completed testing or when the test session ends, whichever occurs first, your test materials will be collected and you will be dismissed from the test session. See "Test Selection for Paper-Based Testing" for test session reporting and dismissal times and test session length.

Should you become ill and unable to finish testing, you may be dismissed before the end of the test session. In this case, your scores will be reported unless you request in writing that your scores be canceled as described in "Canceling or Voiding of Test Scores."

Submitting Comments

The MDE and Evaluation Systems employ stringent quality-control procedures in preparing test materials. However, if you wish to comment about a test question for any reason, notify the Chief Test Administrator at your test site.

If you have comments about the test site or the conditions under which you took a test, please submit your comments in a letter sent to Evaluation Systems at the address indicated in "Contact Information" no later than seven days after your test date.



DURING AND AFTER THE TEST (COMPUTER-BASED TESTING)

The test session is designed to allow sufficient time for sign-in, distribution of materials, and communication of directions before testing begins, and for completion of the test(s) by examinees. Some examinees may finish testing well before the scheduled ending time of the test session. However, you should be prepared to use the entire test session. You will be allowed no more than the allotted time to complete the test(s).

During testing, you may take restroom breaks. Any time that you take for restroom breaks is considered part of the available testing time. You may not leave the testing facility or room in which you have been seated for any purpose (other than to use the restroom, as permitted) until your test materials have been collected and you have been officially dismissed by a test administrator. During the test administration, you may not communicate with other examinees or any unauthorized persons in any way, either in person or by using any communication device.

For computer-based testing, the following procedures also apply:

- A nondisclosure agreement will be presented to you on computer after you sign in at the test center. It will ask you to indicate your agreement to the conditions set forth in the current registration bulletin, including the Rules of Test Participation for Computer-Based Testing and the rules communicated to you orally or in writing at the test administration. You will have five minutes to read and accept the terms of this nondisclosure agreement. If you do not respond within five minutes, or if you indicate that you do not accept the terms of the agreement, your test session will terminate, you will not be permitted to test, and you will receive no refund or credit of any kind.
- Examinees will be monitored at all times by video and audio recording. If you leave the testing room at any time during the test (e.g., to take a restroom break), your identification will be checked and/or your palm scan will be taken when you leave and when you re-enter the testing room.

Dismissal from the Test

Once you have been officially dismissed from a test session, you must leave the testing center. If you are taking another test during a later session, return to the testing center 30 minutes before your scheduled test appointment. You may wish to bring something to eat between test sessions; however, eating is not permitted in the testing rooms.

When you have completed testing or when the test session ends, whichever occurs first, your test materials will be collected and you will be dismissed from the test session. See "Test Selection for Computer-Based Testing" for test session reporting and dismissal times and test session length.

Submitting Comments

The MDE and Evaluation Systems employ stringent quality-control procedures in preparing test materials. However, if you wish to comment about a test question for any reason, notify the Chief Test Administrator at your test site.

If you have comments about the test site or the conditions under which you took a test, please submit your comments in a letter sent to Evaluation Systems at the address indicated in "Contact Information" no later than seven days after your test date.



OBTAINING YOUR TEST RESULTS



RELEASE OF YOUR TEST SCORES

Your test scores will be reported to you, the MDE, and the institutions that you indicated when you registered. Your scores will be available on the score report date published in "Test Dates." Additional copies will not be available to you directly from the MDE; see "Requesting Additional Copies of Your Test Results" for more information.

Your scores are reported directly to the MDE. Your score report is for your records only; do not submit it with your application for certification.

Under some circumstances, scores may be delayed. For example:

- Scores for newly developed or redeveloped tests may be delayed in order to set passing standards. Any such delays are noted on the schedule published in "Test Dates."
- Some individuals' scores may be delayed due to problems with registration or other matters.

In addition, your scores will be delayed if there are problems with your payment. See "Test Fees and Payment Policies" for more information.

Receiving Your Scores

Your score report is available to you on the Internet, at 10:00 p.m. eastern time on the score report date published in "Test Dates," as a PDF document, which you may view, print, and save for your records. To access your score report on the Internet, select "Score Reporting" on the MTTC Web site and follow the instructions provided. Your score report will be available for 45 days after the score report date.

You may also receive your scores in other ways, depending on how and when you registered, as described below.

If you registered online

You may request during the registration process that your score report be sent to you by e-mail. Score report e-mails are sent, as a PDF attachment, between 5:00 p.m. and 10:00 p.m. eastern time on the score report date. Delivery time may vary, depending on your Internet service provider. If you request this service, your score report will be sent to the e-mail address that you provide during the registration process. If you wish to have your score report sent to a different address, you may log in to your account on the MTTC Web site and update your contact information. Your score report will also be available on the MTTC Web site beginning at 10:00 p.m. eastern time on the score report date.

If you registered by mail or telephone

Your score report will be sent to you by U.S. mail on the score report date. Your score report will be sent to the address that you provide during the registration process. If you wish to have your score report sent to a different address, you may log in to your account on the MTTC Web site and update your personal information. Your score report will also be available on the MTTC Web site beginning at 10:00 p.m. eastern time on the score report date.

Examinee Score Reports

For each test you took, your score report provides information about your passing status and other performance information. See "MTTC Passing Requirements" for detailed information on the passing requirements for MTTC tests.

Your score report is accompanied by an explanation of how to read your score report. A score report explanation is also available by selecting "Score Reporting" on the MTTC Web site.

If you have not received your score report two weeks after the score report date, call (800) 823-9225 or (413) 256-2876. Under no circumstances will your score report information be released in person or by telephone or fax.



REQUESTING A RESCORE

For paper-based testing, answer documents for multiple-choice questions are scored by computer using a process that is virtually error free. However, if you believe that an error has been made, you may request a rescore of your multiple-choice answer document.

Please note, the rescoring service for multiple-choice questions is not available for computer-based tests.

All constructed-response assignments are scored according to standardized procedures. Scorers with relevant professional backgrounds are oriented to these procedures and are carefully monitored during scoring sessions. As part of the scoring process, constructed-response assignments are scored by multiple scorers and, therefore, have essentially already been rescored. An additional rescoring service is available only for the Writing section of the Basic Skills test. If you wish to have your essay for the Basic Skills Writing section reevaluated, you may request a rescore of this section. Written constructed-response assignments for the world language tests cannot be rescored.

A request for rescoring must be made in writing and must include your name, the last four digits of your social security number, the test date, and the test name and code. See "Test Fees and Payment Policies" for information about the rescoring fee. Payment for rescoring must be made by personal check, cashier's check, or money order. Your written request and the correct payment must be mailed to Evaluation Systems and postmarked within one year of the score report date.

In the event that the rescoring process results in a score alteration, you will be issued a corrected score report, the rescoring fee will be refunded, and your records will be updated. If the original score is confirmed, you will be sent a letter indicating that the score has been confirmed. In this case, your rescoring fee will not be refunded.



REQUESTING ADDITIONAL COPIES OF YOUR TEST RESULTS

Examinees may access their score reports online for 45 days after the score report date. See "Release of Your Test Scores" for details. Additionally, your testing history, reported as pass/fail status, is available to you through your account on the MTTC Web site. See "About *My Account*" for details about creating and using an account.

You may also request additional copies of your test results. Additional copies may be sent to you or an institution. Please allow two to four weeks from the receipt of the request for delivery.

To submit your request, log in to your account on the MTTC Web site, select "View Testing History," and follow the instructions provided. Or you may instead complete the Test Results Request Form and mail it to Evaluation Systems with the correct payment. This form is available to download as a PDF document by selecting "Print Bulletin and Forms (PDF)" on the MTTC Web site. If you took your test after 1998 and would like to use a credit card to pay for additional copies of your test results, you may use the Test Results Request Form or you may call Evaluation Systems at the telephone number listed in "Contact Information." Additional copies of your test results will not be available from the MDE.

See "Test Fees and Payment Policies" for information about the fee for obtaining additional copies of your test results. Payment must be made by cashier's check or money order only.



CANCELING OR VOIDING OF TEST SCORES

Canceling Your Test Scores

The score cancellation service is **not** available for computer-based testing.

If after taking a paper-based test you do not want your scores reported or you feel that you did not perform as well as you could have, you may cancel your test scores. Evaluation Systems will cancel your scores upon receipt of

- a completed Score Cancellation Form (available at the test site); or
- a written request (include your name, your signature, the last four digits of your social security number, your MTTC ID number, your date of birth, the test date, and the tests for which you wish to have your scores canceled).

Your cancellation request must be received at Evaluation Systems within seven days of the date on which you took the test. If you choose to cancel your scores, you will not receive a refund or credit of any kind.

If you request that your scores be canceled, your test performance will not be reported to you, to the MDE, or to any institution. Your scores will not be entered into any MTTC records; therefore, after the cancellation of your scores, you will not be able to have your scores reported for any purpose.

Voiding of Test Scores by the MDE or Evaluation Systems

If you violate one of the Rules of Test Participation or if doubts are raised about the validity or legitimacy of your registration or your scores, Evaluation Systems will notify the MDE and other parties as deemed appropriate by the MDE.

Evaluation Systems takes reasonable security precautions in developing and administering MTTC tests and in processing test scores. The MDE and Evaluation Systems reserve the right to void your scores if in their sole opinion there is adequate reason to question your scores' validity or legitimacy, due to misconduct (including, but not limited to, a violation of the rules set forth in the current registration bulletin, including the Rules of Test Participation, and the rules communicated to you, orally or in writing, at the test administration) or to circumstances within or beyond your control.

Further action may be taken, including denying, revoking, and/or suspending an educator license or certificate. Other actions, as described in Rule 1 of the Rules of Test Participation, may be taken as deemed appropriate by the MDE and/or Evaluation Systems.

10. Identify the disability for which you are requesting alternative testing arrangements.

11. List the specific alternative testing arrangement(s) that you are requesting.

12. **Documentation** (check one of the following):

- I am requesting one of the alternative testing arrangements listed below because of a disability. Medical documentation is not required for the following accommodations:
- Allowance of a medical device (e.g., inhaler) in the testing room
 - Wheelchair-accessible facilities
 - Frequent breaks (e.g., for those with hypoglycemia or diabetes)
 - Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with a visual impairment)
 - Use of a pen for a written assignment (e.g., for those with a motor impairment)
 - Written copy of the oral directions (e.g., for those with a hearing impairment)
- I am requesting alternative testing arrangements other than those listed above because of a physical disability (e.g., visual impairment). Therefore, I have enclosed documentation as indicated in "Registering for Alternative Testing Arrangements."
- I am requesting alternative testing arrangements because of a disability other than physical (e.g., learning disability). Therefore, I have enclosed documentation as indicated in "Registering for Alternative Testing Arrangements."

13. **Previous alternative testing arrangements** (check one of the following):

- I have not previously been granted alternative testing arrangements for the MTTC.
- I was granted for a previous administration of the MTTC the same alternative testing arrangements that I am currently requesting. Indicate the most recent test date: _____
- I was granted for a previous administration of the MTTC different alternative testing arrangements from those that I am currently requesting. Please explain, including the test date:

14. I have read the 2011–2012 MTTC Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation for Paper-Based Testing, and I certify that I am the person whose name and address appear on this form. I have completed my test registration and submitted correct payment. I am submitting, together with this completed Alternative Testing Arrangements Request Form for Paper-Based Testing, any required documentation as noted in the bulletin. I understand that the information I provide, including any supporting documentation, may be shared with the MDE in order to process my request. I understand that the deadline for submission of these materials is the **regular registration deadline** and that, because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions.

Signature

Date



Alternative Testing Arrangements Request Form for Computer-Based Testing

Mail to:

**Michigan Test for Teacher Certification
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001**

If you mail your request using an express mail service,
please use this address:

**300 Venture Way
Hadley, MA 01035**

Telephone: (413) 256-2876

Fax number: (413) 256-7075

Attn: Alternative Testing Arrangements Coordinator

Please submit this form and all required documentation as soon as possible. You will not be able to schedule a test appointment with accommodation(s) until your request has been reviewed and resolved.

If you are submitting this form and your documentation by fax, please call (800) 823-9225 or (413) 256-2876 to confirm that all of your faxed materials have been received.

NOTE:

Before completing and submitting this form, please begin the registration process online at the MTTC Web site, www.mttc.nesinc.com. After you register, mail or fax this form and your supporting documentation to Evaluation Systems. You will be contacted regarding the resolution of your request, usually within three weeks, and will then be able to schedule your test appointment.

1. Name

Last

First

Middle
Initial

2. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

3. Social Security Number

4. Date of Birth

Month Day Year

5. Telephone Numbers

Daytime

Area Code

Evening

Area Code

6. Test center preference:

- Ann Arbor Southfield (Detroit-west)
- Grand Rapids Traverse City
- Lansing Troy (Detroit-north)
- Marquette
- Out of state
(please refer to www.pearsonvue.com/mttc for
available locations and specify location below):

7. Testing window preference (see "Test Dates for
Computer-Based Testing"):

Month

Year

8. Test(s) for which you registered:

9. Identify the disability for which you are requesting alternative testing arrangements.

10. List the specific alternative testing arrangement(s) that you are requesting.

11. Documentation (check one of the following):

I am requesting one of the alternative testing arrangements listed below because of a disability. Medical documentation is not required for the following accommodations:

- Allowance of a medical device (e.g., inhaler) in the testing room
- Use of a trackball mouse
- Adjustable table

I am requesting alternative testing arrangements other than those listed above. Therefore, I have enclosed documentation as indicated in "Registering for Alternative Testing Arrangements."

12. Previous alternative testing arrangements (check one of the following):

I have not previously been granted alternative testing arrangements for the MTTC.

For a previous administration of the MTTC, I was granted the same alternative testing arrangements as I am currently requesting. Indicate the most recent test date: _____

For a previous administration of the MTTC, I was granted different alternative testing arrangements from those that I am currently requesting. Please explain, including the test date:

14. I have read the 2011–2012 MTTC Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation for Computer-Based Testing, and I certify that I am the person whose name and address appear on this form. I have completed my test registration and submitted correct payment. I am submitting, together with this completed Alternative Testing Arrangements Request Form for Computer-Based Testing, any required documentation as noted in the bulletin. I understand that the information I provide, including any supporting documentation, may be shared with the MDE in order to process my request. I understand that I should submit my request and all necessary documentation as early as possible in advance of my desired test date. Because of space, staff, and time constraints, I may not be able to schedule a test appointment with accommodations in my preferred date range. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions.

Signature

Date



Withdrawal/Refund Request Form for Computer-Based Testing

Mail to:

Michigan Test for Teacher Certification
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001

Fax: (413) 256-7083

NOTE:

Completion of this form signifies that you are withdrawing your registration for MTTC computer-based testing. In order to receive a refund, you must withdraw your registration before your *Authorization to Test* expires and complete the following steps:

1. If you have already scheduled your test appointment, you must first cancel your test appointment on the Pearson VUE Web site at www.pearsonvue.com/mttc. The deadline for canceling your test appointment is 24 hours before your scheduled testing time.
2. Complete this form and then mail or fax it to Evaluation Systems. Your refund will be issued by Evaluation Systems within four weeks of the receipt of your request.

You will receive a full refund of the test fee.

1. Name

Last

First

Middle
Initial

2. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

3. Social Security Number

4. Date of Birth

Month Day Year

5. Telephone Numbers

Daytime

Area Code

Evening

Area Code

6. Test(s) for which you would like to withdraw your registration:

7. I understand that in order for me to receive a refund according to the guidelines presented on this form, I must have withdrawn my registration before my *Authorization to Test* expired and canceled my test appointment, if I scheduled one, on the Pearson VUE Web site at least 24 hours in advance of the test appointment. I certify that I am the person whose name and address appear on this form.

Signature

Date



Change of Registration Request Form for Paper-Based Testing

Mail to:

**Michigan Test for Teacher Certification
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001**

FEE:

Change of registration fee.....\$20
All forms must be received by the **late registration deadline**.
Make check payable to Evaluation Systems.
All payments must be made in U.S. dollars.
DO NOT SEND CASH.

NOTE:

- Use this form if you have already registered and you wish to change the **test date, the test site, and/or the test(s)** for which you originally registered.
- Change of Registration Request Forms may also be completed and submitted on the Internet at the MTTC Web site (www.mttc.nesinc.com).
- Processing your request to change your test site is dependent on available space.
- If you wish to change the test date for **some, but not all** of the tests for which you are registered, submit a Withdrawal/Refund Request Form before the late registration deadline of your original test date to withdraw from the tests you wish to change. Then submit a new registration form for the test date of your choice to register for those tests.
- If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About My Account" for details.
- You may not change the Basic Skills test to a subject-area test using this form. You must submit a Withdrawal/Refund Request Form for the Basic Skills test and then submit a Test-Add Request Form with the appropriate fee to add the subject-area test(s) that you wish to take.

1. Name

Last

First

Middle
Initial

2. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

3. Social Security Number

4. Date of Birth

Month Day Year

5. Telephone Numbers

Daytime

Area Code

Evening

Area Code

6A. Test date for which you were originally registered:

- October 15, 2011
- November 12, 2011
- January 7, 2012
- April 14, 2012
- July 14, 2012

Note: A request to change your test date will change **all** of your tests from the original test date to the new test date.

6B. New test date: If you are changing your test date, check **one new date** on which you wish to take the test(s):

- October 15, 2011
- November 12, 2011
- January 7, 2012
- April 14, 2012
- July 14, 2012
- 2012–2013 program year (If you choose to change to the 2012–2013 program year, a voucher for a future test date will be sent to you.)

7A. Test area for which you were **originally** registered (see "Test Sites for Paper-Based Testing"):

Code	Area
<input type="text"/> <input type="text"/> <input type="text"/>	_____

7B. New test area: If you are changing your test area, enter the new area in which you wish to take the test:

Code	Area
<input type="text"/> <input type="text"/> <input type="text"/>	_____

8A. Original test selection: List **all tests** for which you are now registered (see "Test Selection for Paper-Based Testing"):

	Numerical Test Code	Test Name	Select your level of preparation for each test.
1.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
2.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
3.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
4.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor

8B. New test selection: List **all tests** for which you wish to be registered:

	Numerical Test Code	Test Name	Select your level of preparation for each test.
1.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
2.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
3.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor
4.	<input type="text"/> <input type="text"/> <input type="text"/>	_____	<input type="checkbox"/> Major <input type="checkbox"/> Minor

NOTE: You may not change the Basic Skills test to a subject-area test using this form.

9. \$ TOTAL FEE ENCLOSED

10. I have read the 2011–2012 MTTC Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation for Paper-Based Testing, and I certify that I am the person whose name and address appear on this form. I understand that incomplete, inaccurate, or missing information on this form may delay or jeopardize my registration. Also, I understand that this Change of Registration Request Form for Paper-Based Testing must be **RECEIVED** by Evaluation Systems by the **late registration deadline**.*

Signature

Date

***IF THIS FORM IS RECEIVED AFTER THE LATE REGISTRATION DEADLINE FOR THE EARLIER OF THE TWO ADMINISTRATION DATES INDICATED IN SECTION 6, IS NOT SIGNED, OR IS NOT ACCOMPANIED BY THE CORRECT PAYMENT, IT WILL BE RETURNED TO YOU UNPROCESSED.**



Test Results Request Form

Mail to:

**Michigan Test for Teacher Certification
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001**

NOTE:

Forms with insufficient payment or missing information will be returned to you unprocessed. Allow up to four weeks for delivery of an additional copy of your test results.

1. Name

Last

First

Middle
Initial

2. Address

P.O. Box or Street Address

City or Town

State

ZIP Code

3. Social Security Number

4. Date of Birth

Month Day Year

5. Daytime Telephone Number

Area Code

6. Test Date: Indicate the test dates for which you are requesting an additional copy of your test results.

October 15, 2011

November 12, 2011

January 7, 2012

April 14, 2012

July 14, 2012

Other: _____

7. Send my additional copies to the institution indicated. See "Institution Codes" for the correct code.

If no institution is indicated, your copies will be sent to you at the address listed above.

**Institution
Code**

8. Test(s) for which you require a copy of your test results (see "Test Selection" for codes):

Numerical
Test Code

Test Name

9. The fee for a copy of your test results is \$15 per copy for each test date. Please enclose payment by **money order or cashier's check** for the appropriate amount, payable to **Evaluation Systems**. If you took your test after 1998, you may pay by credit card by completing section 10. Do not send cash or a personal check. All payments must be made in U.S. dollars.

\$ TOTAL FEE ENCLOSED



Study Guide Order Form

Please note that the most current MTTC study guides are available at **NO CHARGE** for viewing and downloading on the MTTC Web site at www.mttc.nesinc.com.

The MTTC study guides contain sets of objectives that define the content for each test. The guides also contain sample questions and an answer key for each sample question set. In addition, each guide provides general test-taking suggestions.

These study guides were produced by the Evaluation Systems group of Pearson, the developer of the MTTC, with the participation of the Michigan Department of Education.

Agricultural Education (037)	Family and Consumer Sciences (040)	Mathematics (Secondary) (022)
Arabic (Modern Standard) (102)	Fine Arts (053)	Middle Level (085)
Autism Spectrum Disorder (064)	French (023)	Music Education (099)
Basic Skills (096)	Geography (008)	Physical Education (044)
Bilingual Education (075)	German (024)	Physical or Other Health Impairment (058)
Biology (017)	Guidance Counselor (051)	Physical Science (097)
Business, Management, Marketing, and Technology (098)	Health (043)	Physics (019)
Chemistry (018)	Hearing Impaired (062)	Political Science (010)
Chinese (Mandarin) (101)	History (009)	Psychology (011)
Cognitive Impairment (056)	Industrial Technology (087)	Reading (005)
Communication Arts (Secondary) (091)	Integrated Science (Elementary) (093)	Reading Specialist (092)
Computer Science (050)	Integrated Science (Secondary) (094)	Russian (027)
Dance (046)	Italian (029)	Social Studies (084)
Early Childhood Education (082) (effective until September 1, 2012)	Japanese (100)	Sociology (012)
Early Childhood Education (General and Special Education) (106) (effective after September 1, 2012)	Journalism (003)	Spanish (028)
Earth/Space Science (020)	Language Arts (Elementary) (090)	Speech (004)
Economics (007)	Latin (026)	Speech and Language Impaired (057)
Elementary Education (083)	Learning Disabilities (063)	Technology and Design (088)
Emotional Impairment (059)	Library Media (048)	Visual Arts Education (095)
English (002)	Marketing Education (036)	Visually Impaired (061)
English as a Second Language (086)	Mathematics (Elementary) (089)	

ORDER FORM FOR THE MTTC STUDY GUIDES

Please send \$6.00, which includes shipping and handling, for each printed copy of the online study guide that you wish to order.

Test Code	Test Field	Quantity	Cost per Guide	Amount Due
			\$6.00	
			\$6.00	
			\$6.00	
			\$6.00	
			\$6.00	
			\$6.00	
TOTAL				

All orders must be accompanied by a personal check, cashier's check, or money order for the correct amount made payable to Evaluation Systems. **Do not send cash.** All payments must be made in U.S. dollars. Orders received without payment will be returned unprocessed. Please allow 4 weeks for delivery.

Mail to:

MTTC Study Guides
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001

(PLEASE PRINT)

Date _____

Name _____

Street Address _____

(Do not use P.O. Box numbers.)

City _____

State _____ ZIP Code _____

Daytime Phone: (_____) _____

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2011-2012 TEST DATES FOR COMPUTER-BASED TESTING

Testing Period	Testing Window						Score Report Date*
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
August 2011	Aug. 26 (Fri.)	Aug. 27 (Sat.)	Aug. 29 (Mon.)	Aug. 30 (Tues.)	Aug. 31 (Wed.)	Sept. 1 (Thurs.)	September 29, 2011
September 2011	Sept. 22 (Thurs.)	Sept. 23 (Fri.)	Sept. 24 (Sat.)	Sept. 26 (Mon.)	Sept. 27 (Tues.)	Sept. 28 (Wed.)	October 26, 2011
December 2011	Dec. 15 (Thurs.)	Dec. 16 (Fri.)	Dec. 17 (Sat.)	Dec. 19 (Mon.)	Dec. 20 (Tues.)	Dec. 21 (Wed.)	January 18, 2012
February 2012	Feb. 16 (Thurs.)	Feb. 17 (Fri.)	Feb. 18 (Sat.)	Feb. 20 (Mon.)	Feb. 21 (Tues.)	Feb. 22 (Wed.)	March 21, 2012
March 2012	March 15 (Thurs.)	March 16 (Fri.)	March 17 (Sat.)	March 19 (Mon.)	March 20 (Tues.)	March 21 (Wed.)	April 18, 2012
May 2012	May 17 (Thurs.)	May 18 (Fri.)	May 19 (Sat.)	May 21 (Mon.)	May 22 (Tues.)	May 23 (Wed.)	June 20, 2012
June 2012	June 14 (Thurs.)	June 15 (Fri.)	June 16 (Sat.)	June 18 (Mon.)	June 19 (Tues.)	June 20 (Wed.)	July 18, 2012
August 2012	Aug. 17 (Fri.)	Aug. 18 (Sat.)	Aug. 20 (Mon.)	Aug. 21 (Tues.)	Aug. 23 (Thurs.)	Aug. 24 (Fri.)	September 21, 2012
September 2012	Sept. 13 (Thurs.)	Sept. 14 (Fri.)	Sept. 15 (Sat.)	Sept. 17 (Mon.)	Sept. 18 (Tues.)	Sept. 19 (Wed.)	October 17, 2012

*Please note that score report dates for CBT administrations may fall during the late or emergency registration period for the next paper-based test administration. Late and emergency registration fees will not be waived for examinees who take a test on computer and then after receiving their CBT score report choose to register to retake the same test at the next paper-based administration. Also, examinees who register for a paper-based test administration before receiving their scores and later learn that they passed the same test on computer will not receive refunds for any testing fees paid.

2011–2012 PAPER-BASED TEST DATES

Test Date	Regular Registration Deadline  	Late Registration Deadline (additional fee applies)  	Emergency Registration Deadline (additional fee applies)  	Score Report Date
Oct. 15, 2011	Sept. 2, 2011	Sept. 23, 2011	Oct. 7, 2011	Nov. 11, 2011
Nov. 12, 2011	Sept. 30, 2011	Oct. 21, 2011	Nov. 4, 2011	Dec. 9, 2011
Jan. 7, 2012	Nov. 25, 2011	Dec. 16, 2011	Dec. 30, 2011	Feb. 3, 2012
April 14, 2012	March 2, 2012	March 23, 2012	April 6, 2012	May 11, 2012
July 14, 2012	June 1, 2012	June 22, 2012	July 6, 2012	Aug. 10, 2012

The deadline for submission of requests and all necessary documentation for alternative testing arrangements is the regular registration deadline. Because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated.



INTERNET REGISTRATION

All registration periods. To register on the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline for the period.



U.S. MAIL REGISTRATION

Regular and late registration periods only. To register by mail during the regular registration period, your registration materials must be postmarked by the regular registration deadline. During the late registration period, your registration materials must be received by 5:00 p.m. eastern time on the late registration deadline.



TELEPHONE REGISTRATION

Emergency registration period only. To register by telephone, call (800) 823-9225 or (413) 256-2876, 9:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays. You must call by 5:00 p.m. eastern time on the emergency registration deadline.