

MACI Credential Requirements
Cohort entering 5th year of study in May 2021 or after

| Requirement | Due Date | Documentation | How you get it done | Costs | Valid Period |
|---|--|--|--|--|----------------------------------|
| TB Test | <i>October 15th of Junior Year</i> | Submit to sublette@chapman.edu CC: blauvelt@chapman.edu | Get a copy of your most recent TB test results or screening report from your medical professional Note – the Chapman Heath Center can do this | Varies | 4 years |
| California Basic Skills Requirement - CBEST - Other state exam - CSET Writing Skills | <i>November 1st of Junior Year</i> | Submit to blauvelt@chapman.edu | Pass the CBEST exam or contact Credential Specialist for other options – See CTC Exam website http://www.ctcexams.nesinc.com/index.asp Click on CBEST | \$102 Registration fee \$41 CBT Service fee \$61.00 | Once Passed does not expire |
| Certificate of Clearance – Fingerprints and state application document | <i>November 15th of Junior Year</i> | Submit to blauvelt@chapman.edu | CTC website page on Fingerprints https://www.ctc.ca.gov/credential/s/fee-and-fingerprint Instructions https://www.ctc.ca.gov/docs/default-source/credentials/online-services/pdf/web-app-tips.pdf?sfvrsn=8a9951bb_6 | Fingerprints FBI - \$32 DOJ - \$17 Rolling Print fee varies by agency. Certificate of Clearance Document fee \$52.50 | 5 years from issuance date |
| Driver's License or other government issued ID OUSD Requirement | <i>November 15th of Junior Year</i> | Submit to sublette@chapman.edu | Make a scanned copy or photograph of both sides | No fee | Does not expire |
| Mandated Reporter Training OUSD Requirement | <i>November 15th of Junior Year</i> | Submit to sublette@chapman.edu | OUSD will provide Chapman with a link to the modules that will be shared with you. | No fee | Must be completed every July |
| University Student Enrollment Form OUSD Requirement | <i>November 15th of Junior Year</i> | Submit to sublette@chapman.edu | OUSD will provide Chapman with the updated form that will be shared with you. | No fee | Must be completed every semester |

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| US Constitution Requirement | <i>End of Junior Year</i> | Transcript or Copy of Exam to blauvelt@chapman.edu | College Level course or Exam - Most often a course in American Government will satisfy this requirement. POSC 110 at Chapman meets this requirement | No fee for transcript. Varied fee for Exam. | Does not expire |
| RICA exam – Multiple Subject candidates only | <i>October 15th of Senior Year</i> | Submit to blauvelt@chapman.edu | See CTC Exam website http://www.ctcexams.nesinc.com/index.asp Click on CSET | \$171.00 | *Must be used within 10 years of passing for certification purposes |
| CSET Exam for your subject area | <i>January 15th of Senior Year</i> | Submit to blauvelt@chapman.edu | See CTC Exam website http://www.ctcexams.nesinc.com/index.asp Click on CSET | Fees vary depending on Tests and if taken individually or at the same time | *Must be used within 10 years of passing for certification purposes |
| CSET Exams in World Languages – Bilingual students only | <i>August 15th of Master's Year</i> | Submit to blauvelt@chapman.edu | See CTC Exam website http://www.ctcexams.nesinc.com/index.asp Click on CSET | Fees vary depending on Tests and if taken individually or at the same time | *Must be used within 10 years of passing for certification purposes |
| TPA 1 | <i>November 28th Master's Year</i> | Documents through Pearson | Sign up for EDUC 550 during first semester of Master's year | Part of Tuition | Valid for 7 years from date of MA program start |
| TPA 2 | <i>January 23rd of Master's Year</i> | Documents through Pearson | Sign up for EDUC 550 during first semester of Master's year | Part of Tuition | Valid for 7 years from date of MA program start |
| CPR: Child Infant and Adult | <i>Prior to recommendation of credential</i> | A copy of both sides of card to blauvelt@chapman.edu | Complete through American Red Cross or American Heart Association | Varies | Most often valid for 2 years |

* While valid for 10 years, students are still accountable to the 7-year program completion requirement