

MACI Credential Requirements
Cohort entering 5th year of study prior to May 2021

Requirement	Due Date	Documentation	How you get it done	Costs	Valid Period
TB Test	<i>October 15th of Junior Year</i>	Submit to maci@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 maci@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 maci@chapman.edu	CTC website page on Fingerprints https://www.ctc.ca.gov/credentials/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 maci@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 maci@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 maci@chapman.edu	OUSD will provide Chapman with the updated form that will be shared with you.	No fee	Must be completed every semester

US Constitution Requirement	<i>End of Junior Year</i>	Transcript or Copy of Exam to maci@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
CSET Exam for your subject area	<i>January 15th of Senior Year</i>	Submit to credentials@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 maci@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
RICA exam – Multiple Subject candidates only	<i>May 15th of Master's Year</i>	Submit to maci@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
TPA 1	<i>Submit November of Master's Year (November 28 2019)</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>Submit January of Master's Year (January 23 2020)</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 maci@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