

Verification of Basic Skills

The purpose of this form is to allow current students and applicants to UMass Global to fulfill the Commission on Teacher Credentialing (CTC) requirement of Basic Skills. Please visit the [CTC's Basic Skills Requirement Page](#) to view more information regarding Basic Skills.

This form can only be used by applicants seeking admission to a School of Education program leading to one of the following teacher or services credentials:

- Multiple Subject, Single Subject, or Education Specialist Teacher
- School Counseling or School Psychology Pupil Personnel Services
- Preliminary Administrative Services
- CTEL

There are three routes to fulfill the basic skills requirement:

ROUTE 1. SUBMIT COMPLETE OFFICIAL SCORE REPORTS FOR ONE OF THE APPROVED BASIC SKILLS EXAMS

Instructions: Refer to [PAGE 2](#) for list of approved basic skills exams. Then, submit your complete official score report to your enrollment coach or apply@umassglobal.edu.

ROUTE 2. REQUEST COMPLETION OF BASIC SKILLS VIA ANY COMBINATION OF APPROVED COURSEWORK AND/OR APPROVED BASIC SKILLS EXAM SUBTEST

Instructions: Review and complete form on [PAGE 4](#) which lists acceptable basic skills coursework. Use [Course Articulation Database](#) to determine if you have already completed coursework that may be used towards basic skills. Gather transcripts and/or official exam score reports.

FOR APPLICANTS SEEKING ADMISSION TO THE SCHOOL OF EDUCATION

Using the Course Articulation Database, complete this form and submit it with any supporting materials to either your enrollment coach or apply@umassglobal.edu. Unofficial transcripts may be accepted for the purposes of evaluating for basic skills, but official transcripts must be submitted once you are admitted. Students do not have to re-submit transcripts again if the course work to satisfy basic skills has already been submitted as part of their admissions application. If requested courses are not in the Course Articulation Database, they will be evaluated for equivalency by the School of Arts and Sciences. In rare instances, course descriptions and syllabi *may* be requested. The School of Education will ultimately verify whether the combination of coursework and/or exams shall satisfy basic skills.

FOR CURRENT ACTIVE STUDENTS

Current Active Students admitted to the university for the 2020-2021 or 2021-2022 academic years using the basic skills suspension under executive order SB 820 must assure that official transcripts have been delivered to the Office of Admission. You do not have to re-submit official transcripts if they were included in your initial your admissions application. Using the Course Articulation Database, complete this form and submit it to your academic advisor. If requested courses are not in the Course Articulation Database, the academic advisor will submit a petition to the School of Arts and Sciences for an evaluation for equivalency. If all coursework has been articulated, the advisor will submit the form to the Teacher Accreditation Department (TAD) of the School of Education at credentialalerts@umassglobal.edu. The School of Education will ultimately verify whether the combination of coursework and/or exams shall satisfy basic skills. In 10-15 business days, TAD will email the student confirmation of whether basic skills is satisfied.

ROUTE 3: DECLARE COMPLETION OF BASIC SKILLS WITH EARNED CTC CREDENTIAL/CERTIFICATE/PERMIT

Instructions: Complete form on [PAGE 5](#). Attach copy of CTC issued credential or permit. Then submit these materials, to your enrollment coach or apply@umassglobal.edu.

ROUTE 1. SUBMIT COMPLETE OFFICIAL SCORE REPORTS FOR ONE OF THE APPROVED BASIC SKILLS EXAMS

The following exam options satisfy the Basic Skills Requirement:

a) Pass the CBEST

Individuals only need to pass The California Basic Educational Skills Test (CBEST) once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections—reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration. For more information, see [CTC-Exam](#) website.

b) Pass the CSET: Multiple Subjects Plus Writing Skills Examination

The California Subject Examinations for Teachers (CSET): Multiple Subjects examination has been modified, adding an assessment of basic writing skills. Passage of the CSET: Writing Skills examination (test #142) can be added to passage of the CSET: Multiple Subjects Examination (subtests #101, 214, & 103) to meet the basic skills requirement. Passing exam scores used to meet the basic skills requirement remain valid indefinitely. For more information, see [CTC-Exam](#) website.

c) Pass the CSU Early Assessment Program or the CSU Placement Examinations

Passing scores on the California State University (CSU) Early Assessment Program (EAP) (English and Mathematics sections) or the CSU Placement Examinations (English Placement Test [EPT] and Entry Level Mathematics [ELM]) are sufficient to meet the basic skills requirement. See Appendix A on the [CL-667 CTC Credential Website Link](#) for additional information. Passing exam scores remain valid indefinitely for the purpose of meeting the basic skills requirement.

CSU Placement Tests	Math	English
Early Assessment Program (EAP) (taken in Spring of 11th grade)	"College Ready" or "Exempt"	"College Ready" or "Exempt"
Entry Level Match (ELM)	50	N/A
English Placement Test (EPT)	N/A	151

d) Achieve Qualifying Score on the SAT

Previously, individuals having earned a score of 500 or higher on the Critical Reading (previously Verbal) section of the SAT exam combined with a score of 550 or higher on the SAT Mathematics exam are determined to have met the basic skills requirement.

A restructuring of the SAT Suite of Assessments has adjusted the qualifying scores on the revised Evidence-Based Reading and Writing and Mathematics examinations required to meet the basic skills requirement. The new scores listed have been deemed by the College Board as equivalent to the scores shown for the examinations as administered prior to this revision.

College Board SAT (taken before March 2016)	Math	Critical Reading (or Verbal)
Qualifying Scores	550	500

College Board SAT (taken after March 2016)	Math	Evidence-Based Reading and Writing
Qualifying Scores	570	560

e) Achieve Qualifying Score on the ACT

An individual having earned a score of 22 or higher on the ACT English exam combined with a score of 23 or higher on the ACT Mathematics exam is determined to have met the basic skills requirement.

(ACT)	Math	English
Qualifying Scores	23	22

f) College Board Advanced Placement (AP) Examinations

Students who achieve a score of 3 or higher on the College Board AP English exam and AP Calculus (or AP Statistics) exam may use these exam scores to meet the basic skills requirement.

Examination	Math	English
College Board Advanced Placement Examinations	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP Calculus AB • AP Calculus BC • AP Statistics 	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP English Language and Composition • AP English Literature and Composition

g) Pass a Basic Skills Examination from Another State

The Commission will accept basic skills examinations from other states. A photocopy of the score report or letter from the testing agency verifying passage of the examination must be submitted with the application packet. There is no recency requirement for the date the examination was passed. [See the chart Out-of-State Basic Skills Exams Guide.](#)

ROUTE 2: REQUEST COMPLETION OF BASIC SKILLS VIA ANY COMBINATION OF APPROVED COURSEWORK AND/OR APPROVED BASIC SKILLS EXAM SUBTESTS

Individuals may meet the basic skills requirement by coursework or in combination with approved examinations.

To fulfill basic skills through coursework, candidates must provide official transcripts showing passage of courses in reading, writing, and mathematics as outlined below. Course descriptions will be required if not already evaluated in the University of Massachusetts Global Course Articulation Database.

- ***For reading proficiency:** a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis. (Acceptable courses are equivalent to University of Massachusetts Global's ENGU 103 or 104.)
- ***For writing proficiency:** a course in composition, English, rhetoric, written communication, or writing. (Acceptable courses are equivalent to University of Massachusetts Global's ENGU 103, 104, 306, or 380.)
- **For mathematics proficiency:** a course in algebra, geometry, mathematics, quantitative reasoning, or statistics. (Acceptable courses are equivalent to University of Massachusetts Global's MATU 101, 102, 103, 104, 112, 115, 116, 117, 203, 204, 206, 207, 211, 220, 251, 310, 320.)

Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of "B-" or better, be degree applicable, and be either 3 semester or 4.5 quarter units. (Qualifying coursework does not include professional development or continuing education units or in-service training or workshops.)

*A single course may be used for both reading and writing.

Candidates should refer to the university's [Course Articulation Database](#) to search for course equivalencies. If course equivalencies have not been established with your degree granting institution, additional documentation such as syllabi/course descriptions will be required.

EXAMPLE:

Reading Course

College Name: Saddleback College

Units: 3 X Semester Quarter

Course: ENG 70: Critical Thinking/Reading/Writing

Grade: A- Term: Fall 2019

Writing Course:

College Name: Chaffey College

Units: 3 X Semester Quarter

Course: ENG-1A: English Composition

Grade: B+ Term: Spring 2018

Math Course:

College Name: CSU San Bernardino

Units: 3 Semester X Quarter

Course: STAT 10: Statistics

Grade: A Term: Summer 2018

ROUTE 2 CONTINUED- REQUEST COMPLETION OF BASIC SKILLS VIA ANY COMBINATION OF APPROVED COURSEWORK AND/OR APPROVED BASIC SKILLS EXAM SUBTESTS.

University of Massachusetts Global Student ID: _____

First Name: _____ Last Name: _____

Please list courses you have completed to meet Basic Skills Competency

Reading

College Name: _____ Course: _____

Units: ____ Semester__ Quarter__ Grade: ____ Term: _____

Writing

College Name: _____ Course: _____

Units: ____ Semester__ Quarter__ Grade: ____ Term: _____

Mathematics

College Name: _____ Course: _____

Units: ____ Semester__ Quarter__ Grade: ____ Term: _____

Please list exam subtests you have completed to meet Basic Skills Competency.

Reading Exam Name: _____ Exam Result _____

Writing Exam Name: _____ Exam Result _____

Mathematics Exam Name: _____ Exam Result _____

Do you have unique circumstances that you would like the university to consider? Leave a comment below:

I understand that admission to University of Massachusetts Global and verification of basic skills may be based on unofficial transcripts. If admitted, official transcripts must be submitted within the first term of enrollment. If any discrepancy is found between the unofficial and official transcript(s) a further evaluation will be completed by the University of Massachusetts Global, which could impact any admission decision and potentially result in a revocation of admission.

Signature: _____ Date: _____

(Note: Digital signature is acceptable if form is submitted via University of Massachusetts Global email address or the email address listed on your application for admission .)

ROUTE 3. DECLARE COMPLETION OF BASIC SKILLS WITH EARNED CTC CREDENTIAL/CERTIFICATE/PERMIT

University Student ID: _____

First Name: _____

Last Name: _____

This option may be used by candidates who completed basic skills as part of the requirements to earn a previous credential, certificate, or permit issued by the Commission on Teacher Credentialing.

This option **cannot** be used by applicant whose credential, certificate, or permit did NOT require completion of the basic skills (i.e. certificate of clearance does not require basic skills).

I have completed the following route to fulfill the Basic Skills Requirement (check only one):

- Passed the CBEST
- Passed the Multiple Subjects CSET Plus Writing Skills Examination
- Passed the CSU Early Assessment Program or the CSU Placement Examinations
- Achieved Qualifying Score on the SAT or ACT
- Achieved Qualifying Score on Approved College Board Advanced Placement (AP) Examinations
- Passed a Basic Skills Examination from Another State
- Completed any combination of coursework and/or exam above

Signature: _____ Date: _____

(Note: Digital signature is acceptable if form is submitted via University of Massachusetts Global email address or the email address listed on your application for admission.)