

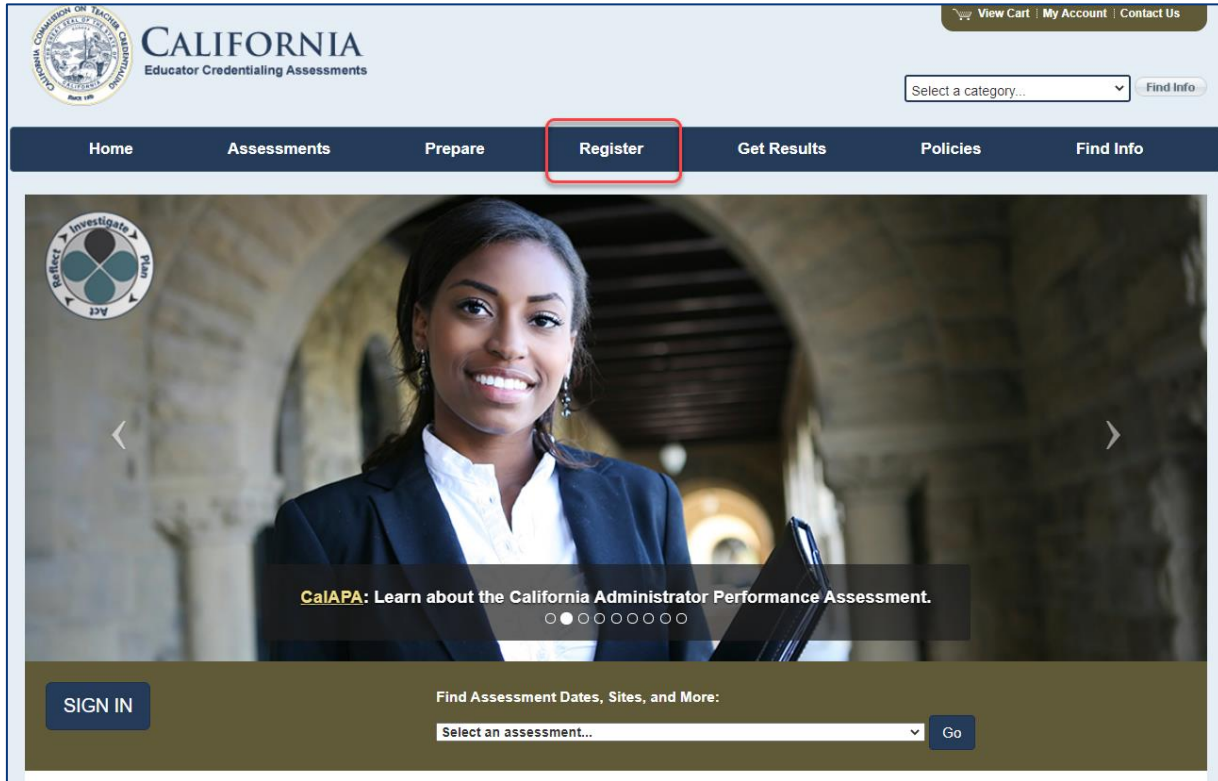


Registration Overview

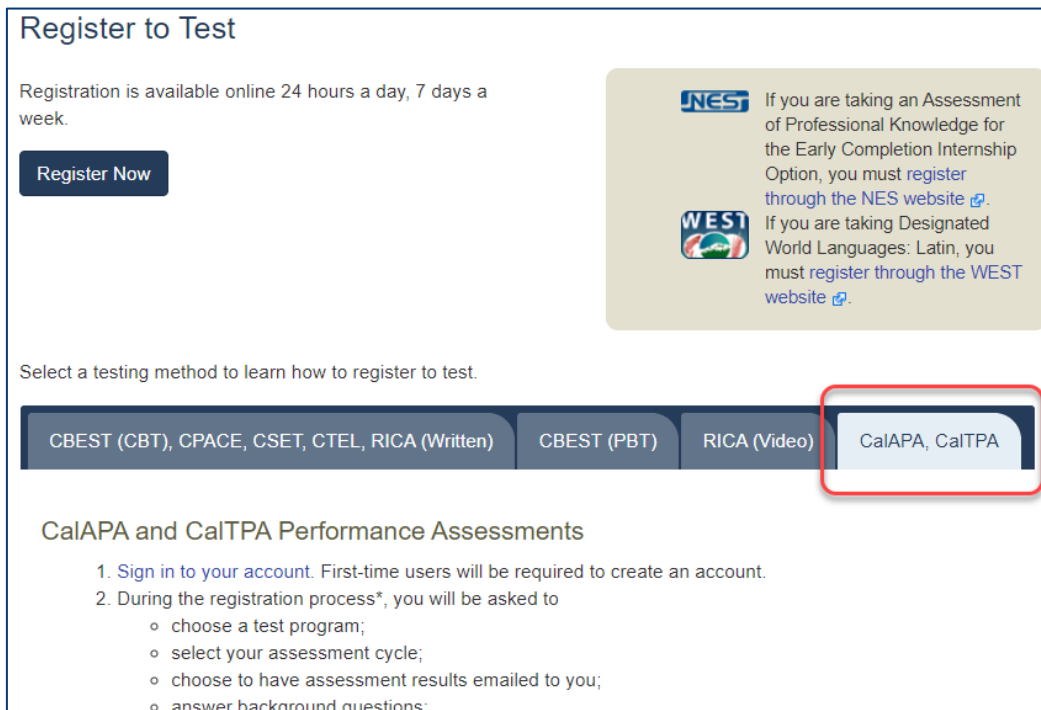
Candidate Guide for CalAPA

1. Getting Started

Register for CalAPA at [the California Credentialing Assessments website](#). Select Register in the top navigation



Then, on the Register to Test page, select the “CalAPA, CalTPA” tab and review the registration information provided.



Register Now

When you are ready to register, select the Register Now button on this page.

2. Create an Account


On the sign-in screen, click the link to “Create an account now.”

Sign In

Please enter your email address and password to proceed.

Email Address:

Password: [Forgot password?](#)

 **Sign In**

Don't have an account? [Create an account now.](#)

The system will take you through the account-creation process, where you will select a password and provide information about yourself, including your full name and address.

If you have previously created an account, you may sign in using your email address and the password you established when you created the account.

3. Register

To continue, you are required to confirm your identity.

Identity Confirmation

Because of laws protecting confidentiality and privacy, only you can register yourself for an assessment or make inquiries regarding your registration status.

I am the person who will be taking the assessment.








Next

A. Choose Your Program

On the Program Selection screen, select CalAPA from the list of California educator credentialing assessments programs.

Program Selection

Choose a program and click Next to register:

-  California Administrator Performance Assessment (CalAPA)
-  California Teaching Performance Assessment (CalTPA)
-  California Basic Educational Skills Test (CBEST)
-  California Preliminary Administrative Credential Examination (CPACE)
-  California Subject Examinations for Teachers (CSET)
-  California Teacher of English Learners (CTEL)
-  Reading Instruction Competence Assessment (RICA)


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B. Select Your Cycle

On the Assessment Selection screen, select the CalAPA leadership cycle that you wish to register for. You may select one cycle per registration.

Assessment Selection

Select the assessment cycle you would like to take.

Assessment	Options
Select the cycle you would like to take. 	
Select the cycle you would like to take.	
Leadership Cycle 1: Analyzing Data to Inform School Improvement and Promote Equity	
Leadership Cycle 2: Facilitating Communities of Practice	
Leadership Cycle 3: Supporting Teacher Growth	

C. Answer the Score Reporting Options Question

Indicate if you wish to receive your test results via email. If you indicate Yes, your test results will be emailed to you when they are available. Note that, when they become available, your test results are always posted to your account on the program website, regardless of how you answer this question.

Score Reporting Options

Results via Email

Do you wish to have your score report sent to your email address, as a PDF attachment?

Yes

No

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D. Answer the Background Questions

You will be asked to answer the following series of questions. When you are registering, answer these questions as best you can. You will be able to update your answers after you register, at any time up until you submit your cycle for scoring.

Question	Instruction
Ethnicity	Select the option that best describes yourself. <i>You may answer this question "Choose not to respond."</i>
Language	Indicate the language(s) were you fluent in as a child. Options are: <ul style="list-style-type: none">• English only• English and one or more other languages• One or more languages other than English
Preparation Program	Indicate the preparation program in which you are enrolled at the time you will complete the CalAPA. If you are a candidate who is in Induction at the time you complete the CalAPA, please select: "California candidate enrolled in a Commission-Approved Clear Administrative Services Credential Induction Program."

Question	Instruction
Program Length	Select the option that best describes the length of your administrator preparation program. Options are: <ul style="list-style-type: none"> • Less than 12-month program • 12-month program • 18-month program • 24-month or longer program
Program Type	Select the option that best describes the type of administrator preparation program in which you are enrolled. Options are: <ul style="list-style-type: none"> • Traditional • Intern
Placement Setting	Select the option that best describes the setting of your field placement. Options are: <ul style="list-style-type: none"> • City • Suburban • Town • Rural
Placement Type	Select the option that best describes the type of your field placement. Options are: <ul style="list-style-type: none"> • Public • Public Charter • Private • District • Other
Hours/Units	Select the option that best indicates how many units will you have completed in your teacher preparation program at the end of this semester/grading period in which you are submitting this CalAPA cycle. Options are: <ul style="list-style-type: none"> • 1–6 semester hours/1–9 quarter units • 7–15 semester hours/10–23 quarter units • 16–24 semester hours/24–36 quarter units • 25 or more semester hours/37 or more quarter units • None

E. Review Your Registration

Take a moment to review your registration selections. You may use the Change links on the right side of this screen to revise any of your selections.

Review Registration		
Program Selection	California Administrator Performance Assessment (CalAPA)	Change
Assessment(s)	Leadership Cycle 1: Analyzing Data to Inform School Improvement and Promote Equity	Change
Score Reporting Options	Results via Email: <ul style="list-style-type: none">• Yes	Change
Background Questions	Ethnicity: <ul style="list-style-type: none">• Choose not to respond Sexual Orientation: <ul style="list-style-type: none">• Decline to state Language: <ul style="list-style-type: none">• English only Preparation Program: <ul style="list-style-type: none">• Animo Leadership Charter High School (Green Dot Public Schools) Program Length: <ul style="list-style-type: none">• Less than 12-month program Program Type: <ul style="list-style-type: none">• Traditional Placement Setting: <ul style="list-style-type: none">• City Placement Type: <ul style="list-style-type: none">• Public Hours/Units: <ul style="list-style-type: none">• 1-6 semester hours/1-9 quarter units	Change

[Add to Cart](#)

When you are satisfied with your selections, select Add to Cart.

4. Check Out and Provide Payment

Your registration is now in your cart. Select Check Out.

View Cart

Description	Actions	Price
Registration	Remove	
Leadership Cycle 1: Analyzing Data to Inform School Improvement and Promote Equity		\$125.00
Total Due:		\$125.00

[Check Out](#)

You must now acknowledge your agreement to the CalAPA Rules of Participation. They are presented at this point in the registration system for your review.

Agreement

In order to register for an assessment, you must acknowledge that you have had adequate opportunity to review the rules and policies that apply to California Administrator Performance Assessment registration and agree to abide by them. These rules and policies are contained on the current program website and in the applicable Rules of Participation, which are presented below for your review.

For the purpose of these Rules of Participation, the following definitions apply:

- **"Evaluation Systems"**—Evaluation Systems, a business of NCS Pearson, Inc. (referred to throughout as Evaluation Systems)
- **"Program"**—The preliminary administrative services credential preparation program in which you are enrolled
- **"CTC"**—The California Commission on Teacher Credentialing, the state agency that owns the CalAPA
- **"CalAPA"**—California Administrator Performance Assessment

1. **PURPOSE OF ASSESSMENT:** I understand that this assessment is administered for the purpose of fulfilling a program requirement and/or a California Preliminary Administrative Services Credential requirement and is only to be taken by individuals to fulfill such requirement(s). I certify that I am taking

I acknowledge that I have had adequate opportunity to review, to my satisfaction, the instructions, rules, policies, and other terms and conditions that apply to California Administrator Performance Assessment registration, which are contained on the current program website and in the applicable Rules of Participation provided above for my review, and I agree to abide by the conditions set forth on the current program website, including the Rules of Participation.

[Next](#)

On the Payment screen, enter your payment.

- If you have a voucher, enter the voucher code in the table at the top of the screen. If you are unsure if you will be issued a voucher or how you should pay for your registration, please contact your faculty advisor before registering. Vouchers cannot be applied retroactively to existing registrations.
- If you are providing payment by credit card, enter your credit card information where indicated below.
- If you have a voucher that does not cover the total cost, then you will enter both your voucher number and credit card information.

Payment	
Description	Price
Registration	
Leadership Cycle 1: Analyzing Data to Inform School Improvement and Promote Equity	\$125.00
Total Due: \$125.00	

CalAPA Withdrawal/Refund Policy

If you have registered for this cycle, you are eligible for a refund. If you have not yet submitted your cycle for scoring and request to withdraw your registration, you are eligible for a full refund if the request is made within one year of your registration date. Your refund will be issued by Evaluation Systems

If you have registered for this cycle, you are eligible for a refund. If you have not yet submitted your cycle for scoring, and would like to withdraw your registration, then Withdraw, selecting Current Registrations, then Withdraw, and following the instructions.

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Once you withdraw your registration, you will no longer be able to view or edit any materials you may have uploaded for scoring. If you want to retain a copy of any of these materials, be sure to save your files prior to withdrawing your registration. If you choose to complete the cycle in the future, you will need to re-register and pay the applicable registration fee.

I acknowledge that I have had adequate opportunity to review, to my satisfaction, the policies related to withdrawals and refunds stated above.

Secure payment

**** *
 MM/YY 123 ?
 Pay
 Cancel

Be sure to review the Withdrawal/Refund Policy carefully, and acknowledge that you have done so.

You will then be asked to review and submit your order.

You have now completed your registration and may access the ePortfolio system.

Next Steps

Thank you for your order. Your order details are listed below and have also been added to your account.



Begin Work on Your Assessment

You may now access and submit assessment materials using the Pearson ePortfolio system.



Print Your Receipt

Your transaction details, including any access codes, if applicable, have been emailed to you and have also been added to your account. You may wish to print this page as your receipt for this order.

Order Number: 5981000029227

5. Begin Working in the ePortfolio System

Begin building your portfolio in the ePortfolio system, available through your account on the program website. Candidates are encouraged to review the [online training available on the website](#), which include tips, guides, and tutorials about building and submitting your portfolio.