1. How do I become recertified to administer the oral Citizenship Interview Test (CIT) every year?

Answer: Recertification is conducted annually between January and April, for the upcoming year. During the first week of January, all eligible CIT administrators will receive an email with instructions on how to recertify. Recertification is done online. If you are a current CIT test administrator and you do not receive an email by January 10th, you should contact Celanire Flagg at cflagg@casas.org. CIT certification expires June 30th of each year. CIT test administrators must recertify before the expiration date if they want to continue administering the test next program year. The online recertification site will close on April 30th each year. For additional information, please send an e-mail to citcertification@casas.org

2. Why do I need to be recertified each year to administer the CIT?

Answer: Consistent test administration is required to maintain consistency in rating oral responses, which is critical for accuracy and validity of test scores. On an objective multiple choice reading test, answers are scored against an answer key. On an oral test, the test administrator must "rate" the response and give it a score based upon specific criteria.

Over time, oral test administrators tend to become more lenient or rigid in their scoring. Recertification ensures that test administrators remain consistent, and that scores across test administrators and agencies remain consistent and valid. In order to keep the test "standardized," all scoring must continue to be based upon the same interpretation of the scoring rubrics developed for the test.

3. I have some defaced CASAS test booklets and some obsolete ones. What do I do with them?

Answer: All test booklets (no matter how old they are) must be shredded by the school or agency according to the following process:

   a. Shred the test booklets
   b. Send a letter written on school or agency letterhead to CASAS with the following information:
      - Statement of number of test booklets and test forms that were shredded
      - Statement of when they were shredded
      - Signature of the school or agency administrator
   c. Keep a copy of the letter for your records
   d. If the school or agency cannot shred the test booklets, the test booklets can be sent to CASAS to be shredded. If that is the case, the school or agency must keep a letter on file (on letterhead) noting which test booklets were sent, how many and when they were sent, signed by the administrator.
4. Our grant has always been for Civic Participation, but we also teach Citizenship classes and our teacher is CIT certified. I have been told both that we can now earn payment points when the citizenship students take and pass the citizenship tests, and that we now all apply for EL Civics, which includes both Civic Participation and Citizenship Preparation.

**Answer:** Even though your agency has not applied for EL Civics Citizenship Preparation specifically, since you’re approved for EL Civics, you can earn payment points for both EL Civics Citizenship Preparation and Civic Participation. The AEFLA/WIOA Title II grant application now only includes a single process for EL Civics, rather than separate applications for Civic Participation and Citizenship Preparation like it did in the past. If your agency was successfully approved for EL Civics, then your agency is eligible for both Citizenship Preparation and Civic Participation focus areas. Integrated EL Civics (IELCE) requires another process on the grant application. Contact your CDE Regional Consultant for further information.

5. How do I designate a class that is both EL Civics and Distance Learning? Do I need to designate it as both EL Civics and Distance Learning, or just one or the other?

**Answer:** You can designate both in the TOPSpro Enterprise Classes Instances record. To designate a class as EL Civics, go to the Class Instances Record for that particular class in TOPSpro Enterprise. In that record, find the section for EL Civics, and designate the class as either Civic Participation or Citizenship Preparation. In the same Classes Instances record, you can also designate that same class as Distance Learning.

6. How do I set up a class to have instruction in both Civic Participation and Citizenship Preparation or Civic Participation and Integrated EL Civics (IELCE)?

**Answer:** If a Civic Participation Class will give instruction in both Citizenship Preparation and Civics Participation or Civic Participation and IELCE, set up 2 classes in TE. Then, in the Focus Area select one for each class:

- Citizenship Preparation (231)
- Civic Participation (231)
- IELCE (243)

For example, an agency has planned a class for intermediate level learners M-Th 9am-12pm for the Fall Semester of 2019-20. This agency wants to teach one 231 funded Citizenship Preparation class and one 231 funded Civic Participation class during the Fall Semester. This can be accomplished in two ways:

**Example 1:**

- Set up one class from 9-10:30am M-TH designated as 231 funded Citizenship preparation in TE.
- Then set up another class from 10:30am-12:00pm M-Th and designate this class as 231 funded Civic Participation. Teach the 30 hours of the 231 funded Civic Objective and assess it during that time period in the semester.
Example 2:

- Split the class into two 8-10 week quarters. Set up one class from 9am-12pm M-TH for the first “quarter” designated as 231 funded Citizenship Preparation in TE.
- Then set up another class from 9am-12pm M-TH for the second “quarter” and designate this class as 231 funded Civic Participation in TE. Teach the 231 funded Civic Objective and assess it during this time period in the quarter.

Be sure to mark “ESL/ELL” for Instructional Program.