

EL Civics Basics: Citizenship Preparation

Presented by:
Portia La Ferla, CASAS Citizenship Program Specialist plaferla@casas.org
800-255-1036 XT 175



Goals and Objectives

- Identify the requirements specific to Citizenship Preparation under the AEFLA/WIOA II Integrated EL Civics Grant including:
 - Earning Citizenship Preparation payment points (California)
 - CASAS Pre/post testing requirements
 - CASAS Citizenship Interview Test (CIT) certification and recertification requirements
 - Remote testing options
- Access Citizenship Preparation information and instructional resources through the USCIS and CASAS websites



Content

- Section 1: Citizenship Preparation under the EL Civics Grant
- Section 2: Earning Payment Points
- Section 3: Citizenship Preparation Assessments and Test Administration
- Section 4: Remote Assessment
- Section 5: Offering a Citizenship Preparation Program
 - Requirements
 - CASAS Website Resources
 - Online Instructional Resources



California Citizenship Preparation Under WIOA II



EL Civics, Citizenship Preparation and WIOA

- The Adult Education and Family Literacy Act, Workforce Innovation and Opportunity Act, Title II (AEFLA WIOA II) defines English Literacy and Civics Education as:
 - Education services which enable competency in :
 - English language
 - Advanced skills needed to function effectively as parents, workers, and citizens of the United States



EL Civics, Citizenship Preparation and WIOA (2)

- WIOA II includes instruction in:
 - Literacy and English language acquisition
 - Rights and responsibilities of citizenship and civic participation
 - May include workforce training



2023 EL Civics Basics: Citizenship Preparation



California EL Civics Focus Areas

- •EL Civics funded agencies can hold classes in one or more focus areas:
 - 231 Citizenship Preparation
 - 231 Civic Participation
 - 243 Integrated Education and Training (IELCE)



2023 EL Civics Basics: Citizenship Preparation



Citizenship Preparation: Instructional Focus

- English literacy skills
- Preparation for the USCIS written test
 - Tests knowledge of US history and government
- Preparation for the USCIS oral citizenship exam
 - Interview questions are based on the USCIS N-400 citizenship application





Earning California WIOA II Payment Points for Citizenship Preparation

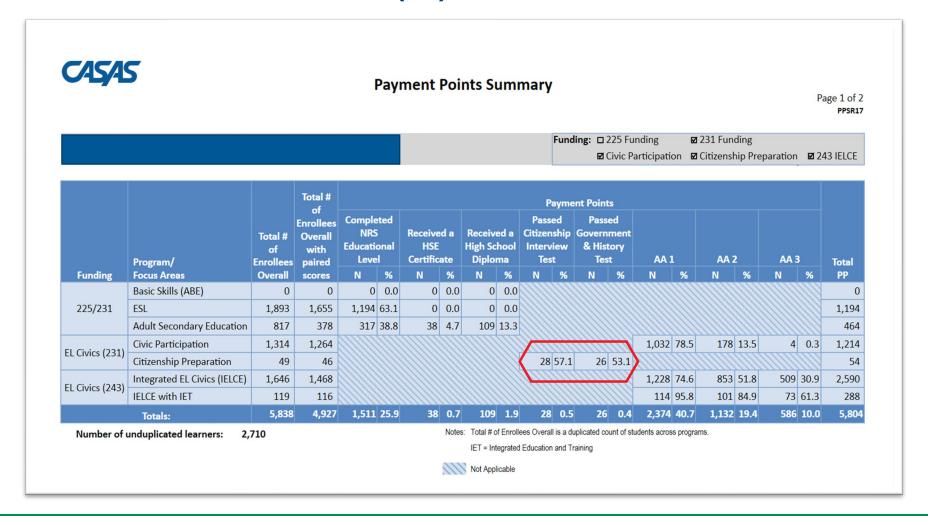


Citizenship Payment Points Under the California AEFLA/WIOA II Grant (1)

- ESL students can earn two citizenship payment points:
 - One for the CASAS Government and History for Citizenship Test (G&H) passed at 206 or above
 - Forms 965 or 966 25 minutes each
 - One for the CASAS Citizenship Interview Test (CIT) passed at 206 or above
 - Forms 973 or 974 15-20 minutes each

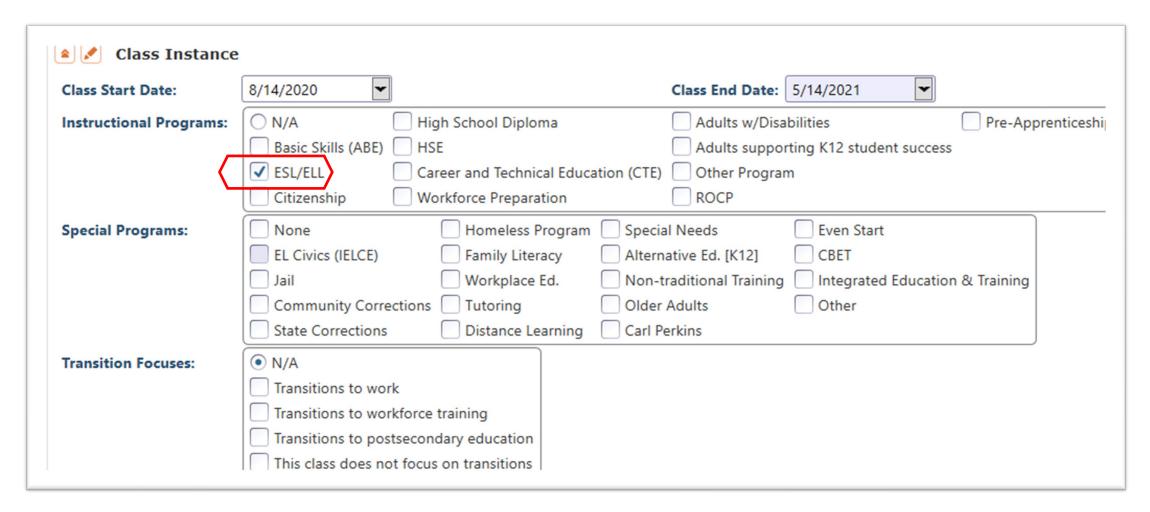


Citizenship Payment Points Under CA AEFLA/WIOA II Grant (2)





Citizenship Payment Points: Instructional Program





Citizenship Payment Points: Focus Area

 ESL students must be enrolled in a 231 funded Citizenship Preparation designated course in TOPSpro Enterprise (TE)

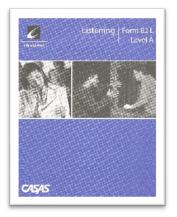


How to Mark Citizenship Preparation Classes in TOPSpro Enterprise

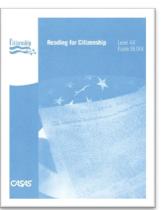


Citizenship Payment Points: Requirements

- ESL students must have a CASAS pre/post- test pair in one of these test series:
 - CASAS Life and Work Reading or Listening (all levels)
 - Reading for Citizenship (beginning level only)
 - Staff must complete an entry and update record (or equivalent) for each learner.







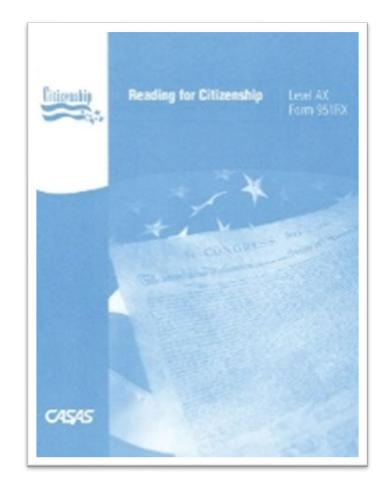


CASAS Assessments and Test Administration for Citizenship Preparation



CASAS Reading for Citizenship Tests (1) (forms 951/952 and 951X/952X – 1 hour)

 The CASAS Reading for Citizenship test series is designed to motivate beginning readers to improve their citizenship-focused reading skills.



2023 EL Civics Basics: Citizenship Preparation



CASAS Reading for Citizenship Tests (2)

- Forms 951 and 952 are at the CASAS Level A. Forms 951X and 952X are "bridge" tests between Levels A and B.
 - They can be used instead of CASAS Life and Work for NRS data reporting.
 - Though not recommended, Reading for Citizenship tests can be paired with Life and Work reading tests for preposttest pairs.

2023 EL Civics Basics: Citizenship Preparation



Government and History for Citizenship Tests

(forms 965 or 966 – 25 minutes)

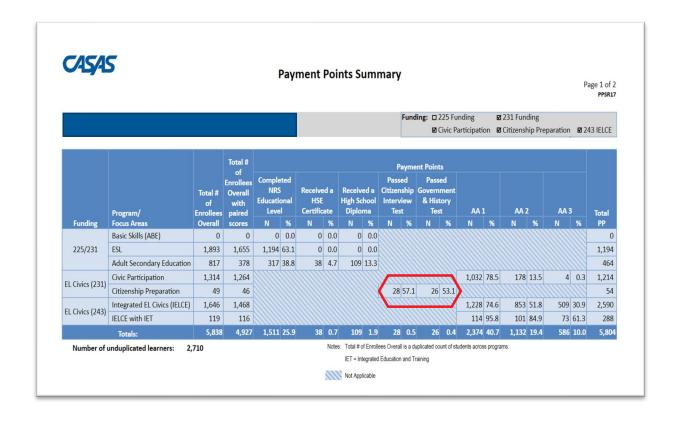
- A US civics listening test of knowledge of American government and history
 - Based on the USCIS "100 Questions"
 - For beginning high to advanced English learners.
 - Students listen to the questions and choose their response from a list of options.
- CASAS eTests proctor certification is required for e-Testing.

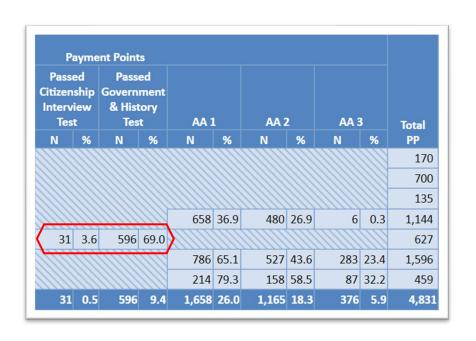


No special training is necessary to order and administer the paper-based test: follow the instructions in the Test Administration Manual.



Government and History for Citizenship Tests (2)





2021-22 Citizenship Preparation FAQs



Government and History for Citizenship Tests (3)

16. 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)?

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 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.

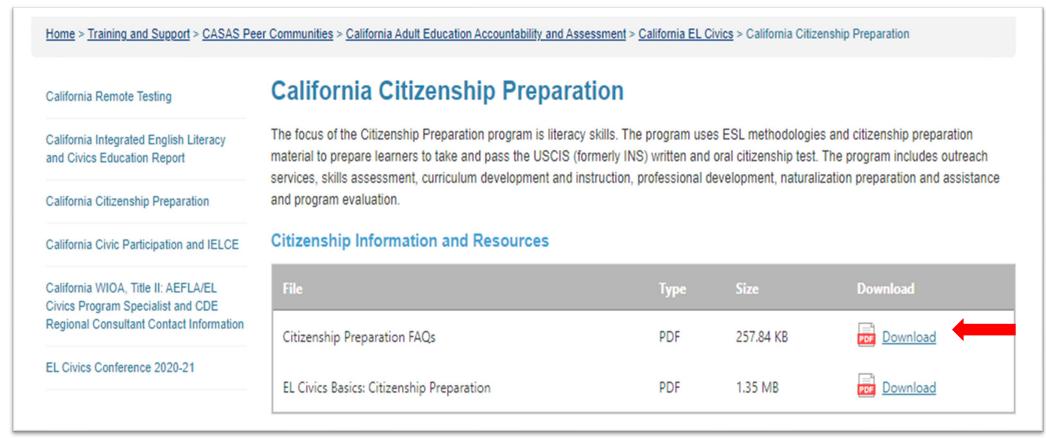
Be sure to mark "ESL/ELL" for Instructional Program.

• 2021-22
Citizenship
Preparation FAQs



Government and History for Citizenship Tests (4)

with new screenshot



California Citizenship Preparation



Citizenship Interview Test (CIT)

(forms 965 or 966 – 15-20 minutes)

- A one-on-one oral interview test for high beginning to advanced English learners
- Includes personal information and information from the N-400 Application for Naturalization.
- This simulated interview helps determine if a student is ready to pass the USCIS naturalization interview





Citizenship Interview Test (CIT): Certification (1)

- The CIT examiner must be currently certified for students to earn a payment point.
- To become a CIT examiner, place an order for the self-paced online course at: <u>Citizenship Interview Test (CIT)</u>
- The CIT Certification course closes on April 30 each year.





Citizenship Interview Test (CIT): Certification (2)

- There are 3 parts to the certification process:
 - Part I: Successfully complete the certification quiz in the training course (Units 1-9)
 - Part II: Successfully score at 80% accuracy 3 of 6 certification interviews in the training course
 - Part III: Conduct and record 2 interviews
 - one for Form 973, one for Form 974
 - beginning high to intermediate level students: advanced level student interviews cannot be accepted for certification purposes
 - Submit to CASAS for review





Citizenship Interview Test (CIT): Certification (3)

- Hints for Success:
 - The CIT Certification course must be completed individually, not as a group effort.
 - Take your time completing the training module and you will save time.
 - Refer to the scoring documents for every question, every interview to ensure accuracy and consistency in scoring. Do not rely on memory.
 - If you are having issues with scoring accurately, contact <u>cit@casas.org</u> for assistance.





Citizenship Interview Test (CIT): Recertification

- CIT Certification expires each year on June 30.
 - CIT Examiners must recertify each year between Jan. and April 30.
 - Recertification is done online.
 - CIT Examiners will be notified about recertification procedures each January.
 - Contact <u>CIT@casas.org</u> or at 1-800-255-1036 ext. 108
 with questions or for more information.





California Remote Testing



Citizenship Preparation: Remote Testing

- Remote Testing Benefits:
 - Provides student with helpful feedback
 - Keeps students engaged in learning
 - Prepares students for USCIS test
- Remote Testing Challenges:
 - Access to technology (equity concerns)
 - Challenges of student test environment
 - Test security issues





CASAS CIT Remote Testing (1)

- Requirements for Remote Assessment
 - At least one CIT examiner from each agency completes <u>CIT Remote</u>
 <u>Test Training Webinar</u> and trains other CIT examiners.
 - Complete <u>Agency Remote Testing Agreement</u> (required, one per organization).
 - CIT examiners sign <u>Proctor Remote Testing Agreement</u> and agency keeps on file for all CIT examiners that conduct remote testing.

Training and remote testing documents can be found on the California Remote Testing page of the CASAS website.



CASAS CIT Remote Testing (2)

- Additional Requirements
 - CIT Examiners must follow <u>CIT Remote Testing Guidelines</u> in addition to the CIT Test Administration Directions.
 - Student oral agreement for test security given at the time of testing.
 - Agencies and CIT Examiners are responsible for test security in remote setting.
 - The Citizenship Interview Test (CIT) can only be administered 1:1 (no group testing).

Email CIT@casas.org to request fillable PDF CIT booklets for scoring.



CASAS CIT Remote Testing (3)

• The existing *CIT Test Administration Directions* in the CIT Training apply unless specifically noted otherwise in the *CIT Remote Testing Guidelines*.





CASAS G&H Remote Testing (1)

- Can be given remotely by certified eTest proctors through eTesting (ideal)
 - Remote testing option using a CASAS flash (USB) drive option. The flash drive contains:
 - Test administration instructions
 - Standardized PowerPoint presentations for forms 965 and 966
 - Built-in audio and timing: slides automatically advance once the test begins.
 - · Written answer choices are displayed, one question per slide

Practice question allows the test administrator to make sure the student(s) can see and hear the slide presentation before beginning the actual test.



CASAS G&H Remote Testing (2)

- Follow the test administration instructions on the CASAS G&H flash drive
 - Following remote testing guidelines, the G&H Test can be given 1:1 or with up to 10 students at a time.
 - Agencies may determine how students record and submit their answers (e.g., CASAS answer sheet, Google form, photo of written answers, etc.)
 - A test administrators does not need to be a certified eTests proctor to give the test in this format.

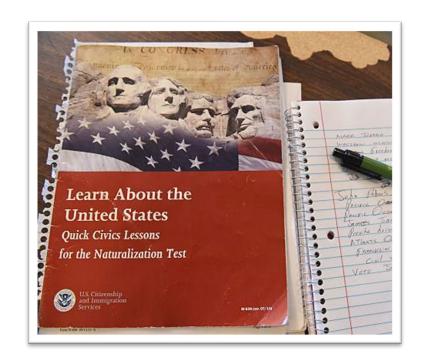


CASAS G&H Remote Testing (3)

Ordering:

- Order 1 flash drive per test administrator.
- Test administrators may not copy or share the flash drive.
- The flash drive may be re-used.
- Use the CASAS California Order Form for WIOA Title II 225/231 Agencies.

Questions? Send an email to: CIT@casas.org



2023 EL Civics Basics: Citizenship Preparation



CASAS G&H Remote Testing Quiz

- 1. Who can test administrators share the G&H flash drive with?
 - a. Other test administrators at their agency
 - b. Other agencies
 - c. Flash drives cannot be shared
- 2. Can agencies copy the G& H flash drive?
 - a. Yes
 - b. No
- 3. How many flash drives should an agency order?
 - a. One for each test administrator
 - b. One for the agency
 - c. One for each citizenship teacher
- 4. What certification is needed to administer the CASAS Government and History test using the flash drive option?
 - a. CASAS eTests Proctor Certification
 - b. CIT Certification
 - c. No certification is needed



CASAS Remote Testing Resources

California Remote Testing



2023 EL Civics Basics: Citizenship Preparation



Remote Testing Resources for Citizenship (1)

Citizenship Interview	Test (CIT	and Government	and History fo	r Citizenship	(G&H)
Old Zollollip Illtol Viol	1001 011	, and out on the	and indicity is	- Oldeonomp	100111

File	Туре	Size	Download
CASAS G&H Remote Testing Guidelines	PDF	626.49 KB	Download Download
CASAS CIT Remote Testing Guidelines v1.1	PDF	858.72 KB	Download Download
Going Remote! Checklist for CASAS CIT Test v1.1	PDF	716.74 KB	<u>Download</u>
CASAS Remote CIT Testing FAQs v1.1	PDF	734.78 KB	Download
CASAS CIT Remote Test Training Webinar	PDF	581.50 KB	Download

Webinars Videos

- EL Civics COAAPs Remote Testing Training Webinar
- CASAS CIT Remote Test Webinar



Remote Testing Resources for Citizenship (2)







Going Remote! Checklist for CIT Test (for 1:1)

The existing CIT Test Administration Directions in the CIT Certification Training apply unless specifically noted otherwise in the CIT Remote Testing Guidelines.

All bolded items are on the California Remote Testing page of the CASAS website.

- At least one person from each agency completes CIT Remote Test Training Webinar and trains other CIT examiners, if appropriate.
- Determine most accessible and most secure remote technology/procedures for CIT testing.
- 3. Complete Agency Remote Testing Agreement (required, one per organization).
- CIT examiners sign *Proctor Remote Testing Agreement* and agency keeps on file for all CIT examiners that conduct remote testing.
- 5. Each agency adds their remote procedures to their Local Assessment Policy.
- Request the CASAS Fillable PDF CIT Test Booklets, Forms 973 and 974 by emailing CIT@casas.org.
- Practice with selected technology before using with examinee in a testing situation.
- Schedule remote testing of examinees who have completed citizenship preparation.
- Obtain verbal and/or visual confirmation of privacy and security measures using CIT Remote Testing Guidelines.
- Administer 973 or 974 CIT test following CIT Test Administration Directions and CIT Remote Testing Guidelines.
 - a. CIT examiner scores examinee's performance in test booklet (paper or fillable PDF). CIT test administration is a 1:1 test. No group testing is normitted.
 - Initial CIT certifiers must record two interviews and submit to CIT@casas org
- 11. Turn in test results to data person for entering into TOPSpro Enterprise (TE).
- Agency is responsible for keeping remote test booklets secure. See CIT Remote
 Testing Guidelines and CIT Remote Testing FAQs for additional information.

13. Go Remote!



Offering a Citizenship Preparation Program



Citizenship Program Requirements

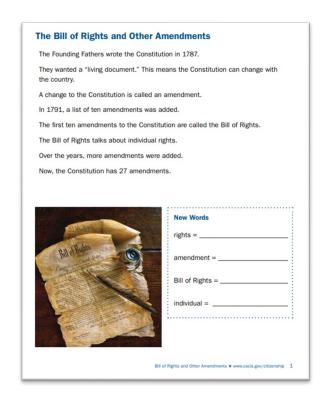
- Administer CASAS pre and post-tests to each learner.
- Complete an entry record (or equivalent) for each learner.
- Complete an update record (or equivalent) for each learner.

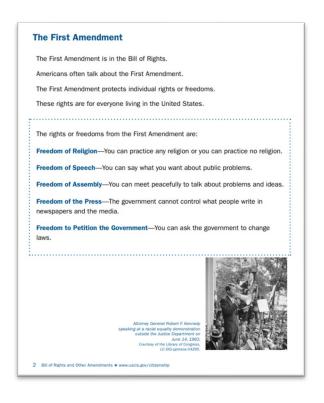




Offering a Citizenship Program

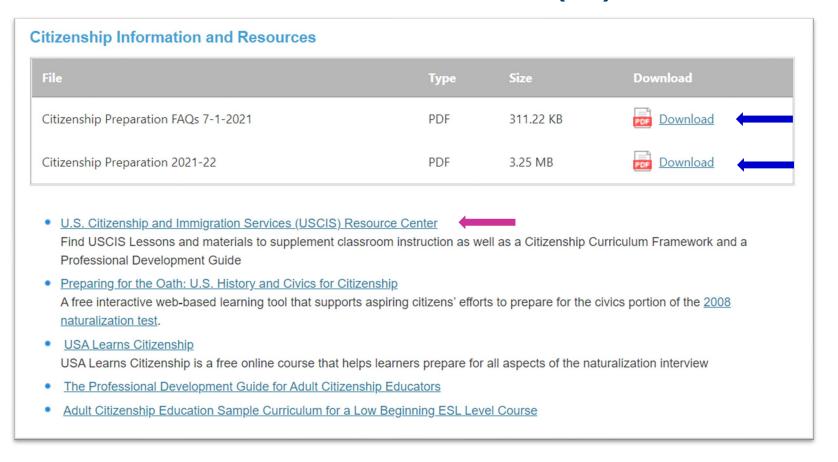
- Become familiar with information and resources
- Plan Instruction







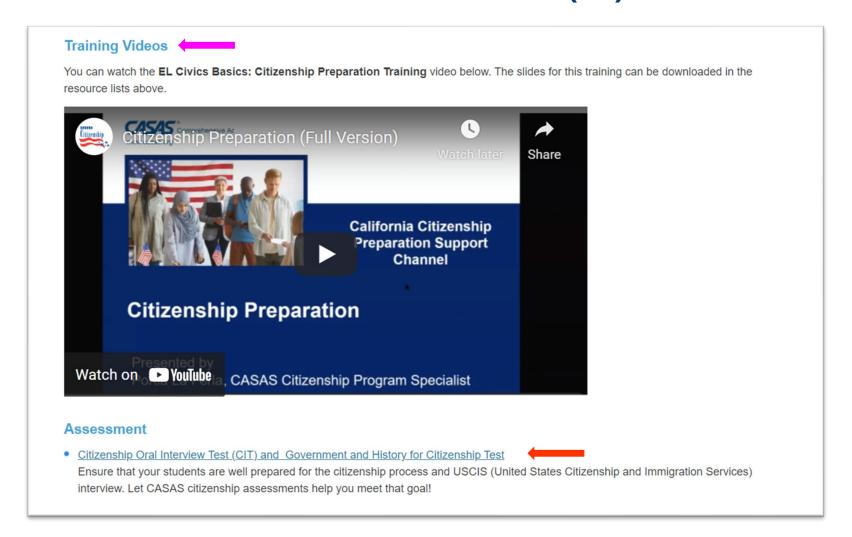
CASAS Website Resources (1)



CASAS Citizenship Website Resources

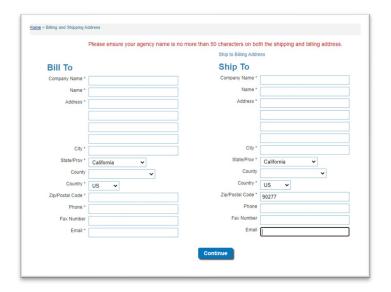


CASAS Website Resources (2)

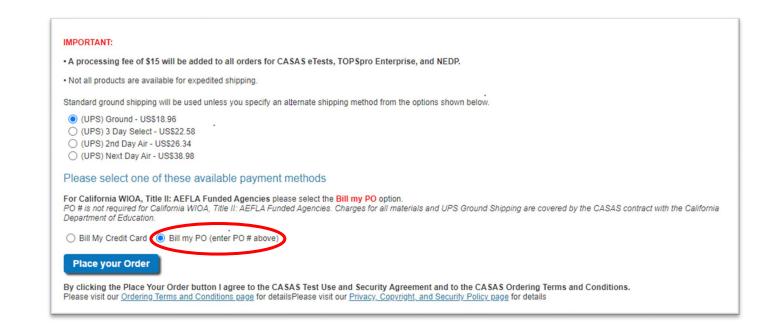




CASAS Website Resources: Order Page











California CASAS Citizenship Preparation Support Channel

• CIT Interview Certification and Recertification

Subscribe!





<u>USCIS Resource Center</u> (1)

Citizenship Resource Center Interagency Strategy for **Promoting Naturalization** New U.S. Citizens Learn About Citizenship Apply for Citizenship Naturalization Test and Study Resources Resources for Educational ^ **Programs Educational Products for Educators and Program** Administrators **Upcoming Teacher Trainings** Civic Integration Outreach Tools

Naturalization-Related

Data and Statistics

Home > Citizenship Resource Center > Resources for Educational Programs

Resources for Educational Programs

① DHS published a notice in the <u>Federal Register</u> announcing plans to conduct a trial of proposed changes to the current nationalization test with volunteers from community-based organizations (CBOs). USCIS will hold a <u>virtual engagement</u> on May 31, 2023, to provide an overview of the proposed changes and the trial test. You may submit any comments on the trial test to <u>natzredesign22@uscis.dhs.gov</u>. As additional announcements and information become available, we will post them on this Citizenship Resource Center <u>page</u>.

A new <u>four-part video series</u> summarizing the naturalization interview and test is available. This video series is a helpful resource for those who want to learn more about, or are preparing for, the naturalization interview.



Educators and volunteers play a critical role in helping immigrants prepare for U.S. citizenship. Use this section of the Citizenship Resource Center to find materials to include in or enhance your curriculum and supplement classroom study materials.

Be sure to check out the training seminars page for a list of free training opportunities in your area. These training seminars are designed to enhance the skills needed to teach U.S. history, civics, and the naturalization process to lawful permanent residents.

Educational Products for Educators and Program Administrators

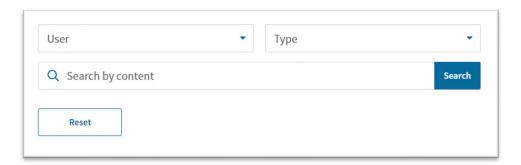
In this section, educators will find helpful classroom resources for themselves and their students. Program administrators will be able to find a variety of materials to enhance their adult citizenship education program.

Resources for Educational Programs



<u>USCIS Resource Center</u> (2)

- Educational Products for Educators and Program Administrators
 - In this section, educators will find helpful classroom resources for themselves and their students. Program administrators will be able to find a variety of materials to enhance their adult citizenship education program.







USCIS Resource Center (3)

Additional Resources

- Resources for Educators About the Naturalization Process
- Prepare Students for the Interview and Test
- Learn New Teaching Techniques
- Start a Citizenship Program
- Promote a Citizenship Program
- Train and Develop Staff



USCIS YouTube

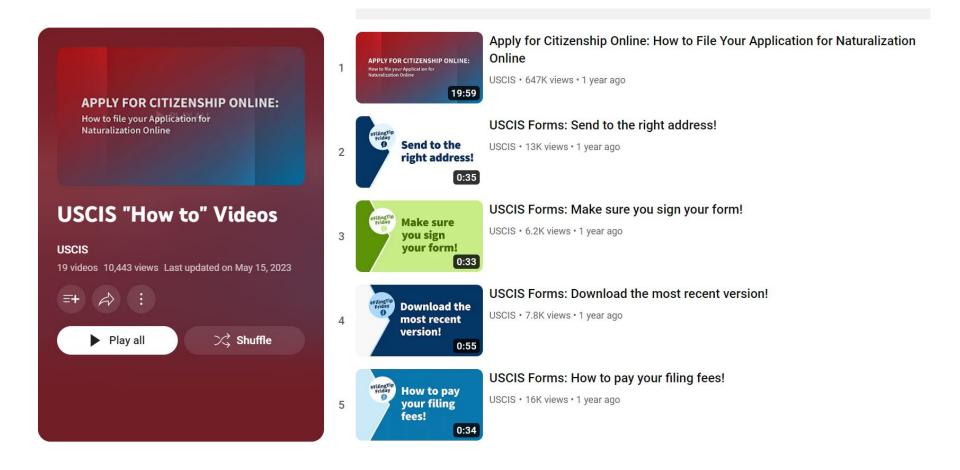
- Multilingual Naturalization Process Presentations
 - U.S. citizenship requirements
 - Brief overview of the naturalization process
 - Filing an application
 - The Interview
 - The Oath Ceremony
 - Clear and concise resource to share with students in their native languages

Please see Jennifer Gagliardi's "What's New in Online Civics Education and Citizenship Prep" on the OTAN website for the more information.



USCIS "How to" Videos

20 "How to" videos



50

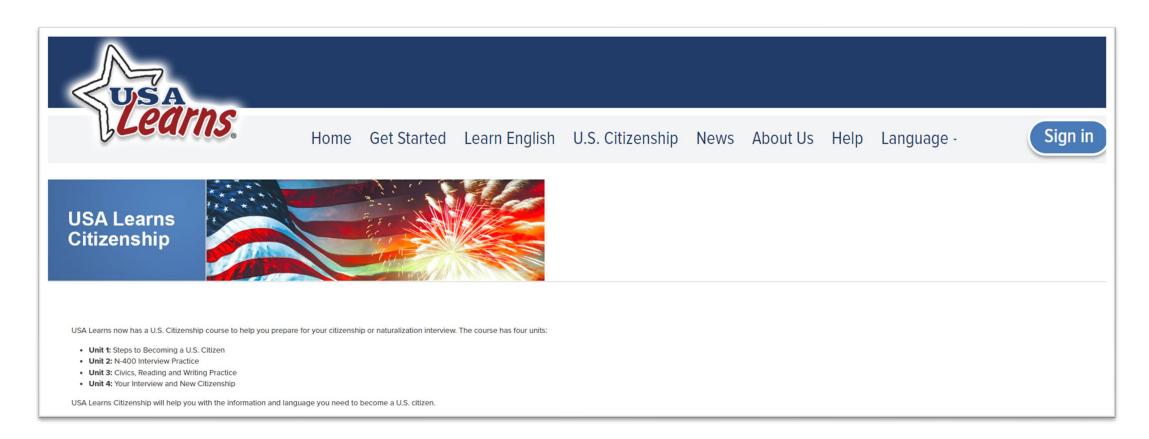


Naturalization Interview and Test Videos

- 4-video series which describes the Naturalization Interview and Test:
 - Episode 1 Preparing for the Naturalization Interview and Test
 - Episode 2 The Naturalization Interview
 - Episode 3 The Civics Test
 - Episode 4 The Reading and Writing Test



USA Learns (1)



USA Learns Citizenship



USA Learns (2)

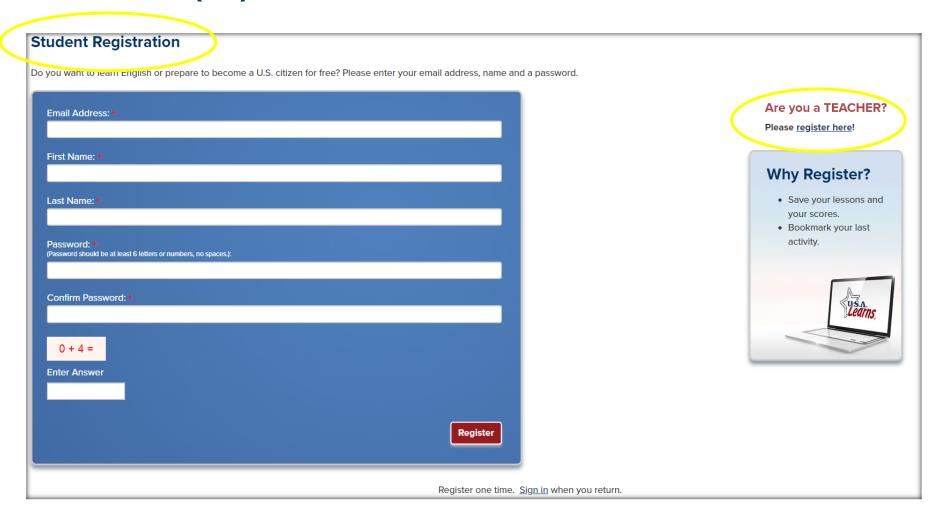


Students use USA Learns to:

- Learn English free!
- Prepare to become a U.S. citizen.
- Watch video of English lessons and do 1000s of English learning activities.
- Practice English <u>speaking</u>, <u>listening</u>, <u>vocabulary</u>, <u>reading</u>, <u>writing</u>, <u>pronunciation</u>, and <u>grammar</u>.
- Check for understanding and receive immediate feedback.
- Learn everyday American English and <u>life skills</u>.

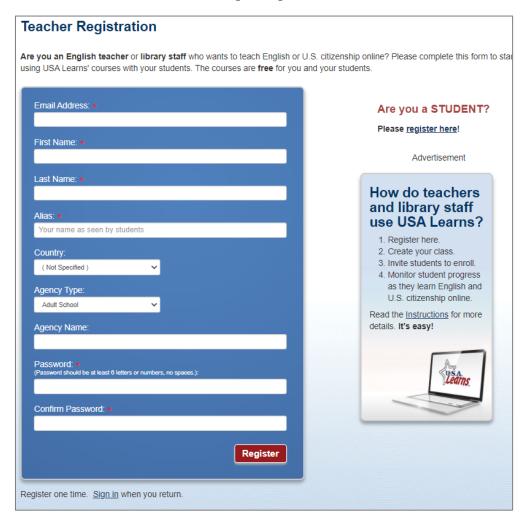


USA Learns (3)





USA Learns (4)

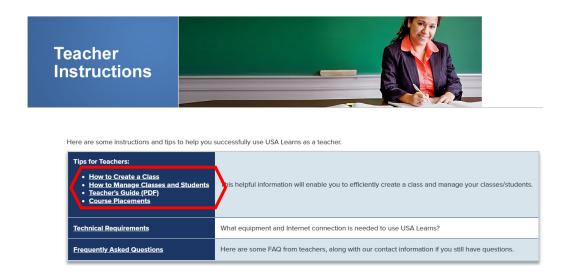






USA Learns for Teachers





Teachers use USA Learns to:

- Create free online English and U.S. Citizenship classes based on USA Learns' 1st English
 Course, 2nd English Course and Practice English and Reading and U.S. Citizenship Course.
- Enroll students in USA Learns classes.
- · Monitor progress of ESL students.
- · Easily access class rosters and grade books.

Read about USA Learns in the Classroom and the Overview Guide.



USA Learns New Course: Access America

- Updated version of USCIS Welcome to the United States: A Guide for New Immigrants
 - Intermediate level to improve language skills while learning to be successful in the U.S.
 - 100+ videos follow the progress of an immigrant family as they learn about life in their new country
 - Topics include:

Transportation Renting a home

Employment Banking

Children's education Digital literacy





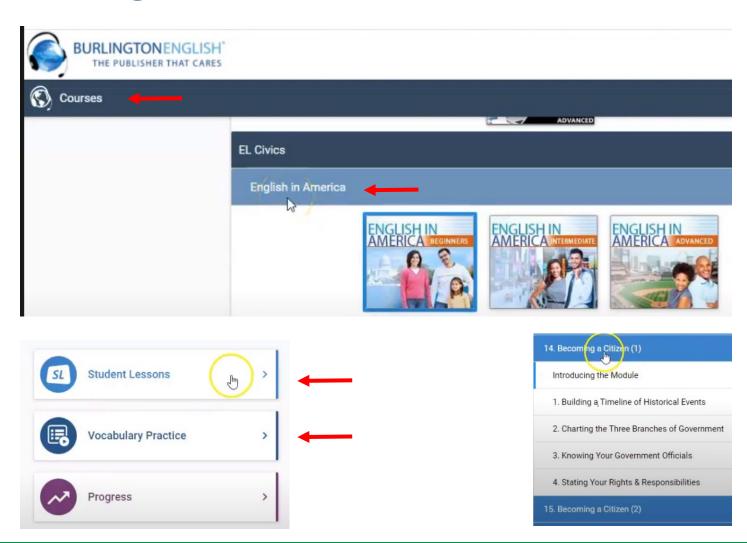
Ventures Arcade



Ventures Arcade

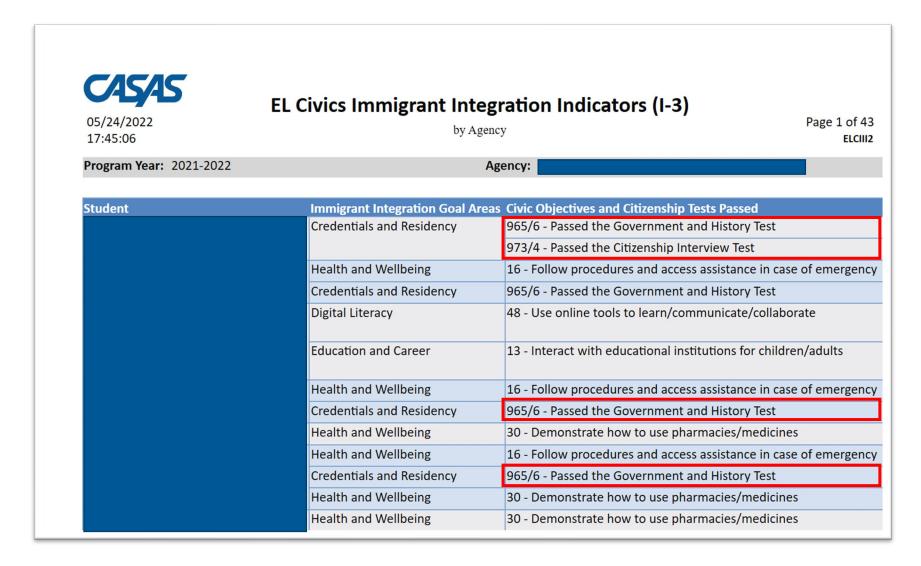


Burlington English





CAEP Immigrant Integration Outcomes





Review

- 1. What CASAS ESL test series can be used for NRS and Pre/Posttesting?
 - a. Life and Work Reading
 - b. Life and Work Listening
 - c. Reading for Citizenship
 - d. All of the above
- 2. How many payment points can be earned for citizenship?
 - a. One per student
 - b. Two per student
 - c. Three per student
- 3. In Class Instance in TE, what instructional program should be marked for a citizenship class?
 - a. ESL/ELL
 - b. Citizenship
- 4. In order to earn citizenship payment points, a student must be enrolled in a class with the focus area designated as:
 - a. 231 EL Civics Civic Participation
 - b. 231 El Civics Citizenship Preparation
 - c. 243 Integrated EL Civics Education (IELCE)



Citizenship Preparation Review

- •At the end of this session, participants will be able to:
 - Identify the requirements specific to Citizenship Preparation under the AEFLA/WIOA II Integrated EL Civics Grant including:
 - Earning Citizenship Preparation payment points
 - CASAS Pre/post testing requirements
 - Remote testing options
 - CASAS Citizenship Interview Test (CIT) certification and recertification requirements
 - Access Citizenship Preparation information and instructional resources through USCIS and CASAS websites and other free online resources



Thank you for attending!

Contact
CIT@CASAS.org
with all citizenship preparation related questions



Presented by
Portia La Ferla
CASAS Citizenship Program
Specialist

plaferla@casas.org 800-255-1036 XT 175









Assessment (CASAS eTests and Paper)

TOPSpro Enterprise Accountability Software



Workforce Skills
Certification System
a program of CASAS

Workforce Skills Certification System

National External Diploma Program





QuickSearch Online Curriculum Materials Database

Connect with Summer Institute participants, use #casassi2022 to share!







in /CasasSystem

www.casas.org

casas-si@casas.org

1-800-255-1036