



Citizenship Interview Test (CIT) Certification

Part III

Thank you for your interest in the CASAS Citizenship Interview Test (CIT) Certification. You have completed CIT Certification Parts I and II. Below are the procedures you need to follow to complete Certification Part III – the last step in becoming a certified CIT examiner. Attached are one copy each of CIT Form 973 and Form 974.

To complete the certification process, you need to digitally record, score, and submit two certification interview recordings – one for Form 973 and one for Form 974. It is important that you select beginning high or intermediate level English language learners (ELLs). If you are not sure of an individual's speaking skills, please reference [CASAS Skill Level Descriptors for ELLs](#) for guidance. Using the guidelines and corresponding anchors to help you, score the interviews from the recordings you make or check your scoring using the recordings.

Recording Authorization: Before you begin recording an interview, ask the examinee to sign the recording release in the test booklet.

Recording Tips: It is advisable to do a sound check before an interview. Recorded interviews will not be accepted if they are not clear and audible. Try to avoid background noise, turn off cell phones, and be sure to place the microphone facing the examinee and yourself when speaking.

Saving your digital files to your computer:

- Save each digital interview recording with the examiner's name and form number (e.g. Maria Lee 973).

Submitting Materials: Please send interview recordings, the Certification Contact Information form, and copies of scored CIT Form 973 and 974 test booklets to CASAS as attachments via email to CIT@casas.org.

Certification Evaluation: Your audio tapes will be evaluated for proper administration including:

Major considerations

Examiner:

- follows the scripted questions exactly as written
- Repeats the question only once and only when asked

Minor considerations

Examiner:

- does not interject comments
- conducts the interview at a normal rate of speech, not too fast or too slow
- waits no more than **three seconds** for a response
- fills in the blanks on the test form, where indicated, e.g. age
- provides a clear audio recording
- labels the audio and print files clearly and correctly

Questions: Please send inquiries to CIT@casas.org.



Certification Contact Information

First Name	
Last Name	
Email address	
State	
Agency Name	
Street Address	
City	
Zip Code	
Phone #	