

Basic Skills Requirement Verification

Individuals may satisfy the Basic Skills Requirement (BSR) through multiple options. Please review [CTC leaflet](#) for all options for meeting the BSR. You will need to complete this form and submit with your Credential Program application. ITEP and FYI/JYI applicants do not need to submit this form.

When verifying basic skills through an approved examination, please have the scores sent directly to CSUN from the testing agency. If the scores are not on file with CSUN, you will need to contact the testing agency to request a copy of the test results be sent to CSUN. Testing agency and score report information can be found on the [CTC website](#).

Applicant Information

Date: _____

Name: _____ Student ID: _____

Email: _____

Credential Program Applying for: _____ Term: _____

Check One:

- I have completed and passed one of the following exams.
 - Passage of California Basic Educational Skills Test (CBEST)
 - Passage of CSET: Multiple Subjects and CSET Writing Skills
 - EAP/ELM/EPT (see CTC leaflet for passing score requirement)
 - SAT or ACT (see CTC leaflet for passing score requirement)
 - College Board Advance Placement (AP) Exam (see CTC leaflet for passing score requirement)
 - CTC approved Out-of-State Basic Skills Exams

- I have completed the following coursework to meet the BSR.

Courses must meet the following criteria:

- The course was taken at a regionally accredited college or university
- The course was 3 semester units (or equivalent quarter units)*
- The course was taken for academic credit (earned units)
- The course was passed with a grade of B- or better
- The course was degree applicable (AA coursework included)

Reading: course must be in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.**

Course Number: _____ Course Title: _____

Course Grade: _____ Term: _____ Institution: _____

Writing: course must be in composition, English, rhetoric, written communication, or writing.**
Course Number: _____ Course Title: _____
Course Grade: _____ Term: _____ Institution: _____

Mathematics: course must be in algebra, geometry, mathematics, quantitative reasoning, or statistics.

Course Number: _____ Course Title: _____
Course Grade: _____ Term: _____ Institution: _____

- I have completed a combination of coursework and exams to meet the BSR.
Please review [BSR Exam List](#) for information about exams and passing scores.

Reading: course must be in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.

Exam: _____ Score: _____ Date Passed: _____
Course Number: _____ Course Title: _____
Course Grade: _____ Term: _____ Institution: _____

Writing: course must be in composition, English, rhetoric, written communication, or writing

Exam: _____ Score: _____ Date Passed: _____
Course Number: _____ Course Title: _____
Course Grade: _____ Term: _____ Institution: _____

Mathematics: course must be in algebra, geometry, mathematics, quantitative reasoning, or statistics

Exam: _____ Score: _____ Date Passed: _____
Course Number: _____ Course Title: _____
Course Grade: _____ Term: _____ Institution: _____

** You can use more than one course to meet one content area as long as the total units is 3 or more units.*

*** Candidates can use a single course to meet both the reading and writing requirement if they are able to obtain a letter from the English department chair where both courses were taken, that confirms that the single course included significant content in both reading and writing.*

FOR OFFICE USE ONLY DO NOT WRITE BELOW

- The BSR has been met by coursework or a combination of coursework and exam.
- The BSR has not been met. Please review the [leaflet](#) for options on how to meet the BSR.
- Additional information required to determine verification of BSR.

Comments: _____

Credential Analyst/Advisor Name

Signature

Date