

Guidelines for Issuing Certificates for Free *Praxis* Re-test

- For an individual to be eligible for a certificate, they must:
 - have a G.P.A. of 3.0 or higher*
 - have missed the passing score by no more than 3 points* (a list of all PA required *Praxis* assessments and their passing scores are included in this packet.)
 - have attempted to pass the test no more than twice
- Certificates are available only through designated institutions and districts.
- Certificates are good through the last test administration in 2009 which is November 14, 2009.
- The certificate is good for paper/pencil testing only.
- The certificate will cover the test registration fee (if required) and the test fee.
- Please write the candidate's current GPA in the space provided.
- Have the Dean, issuing professor, or appropriate district agent and the recipient sign and date the certificate.
- Return the certificate within the appropriate registration timeframe for proper processing. Please see the *Praxis* Bulletin for registration timelines or visit us at www.ets.org/praxis
- The certificate should be returned to:

ETS – The Praxis Series
1425 Lower Ferry Road
MS 04Q
Ewing, NJ 08618-1414
- The certificate will not cover late fees or other service fees. If a candidate registers late, he or she will be responsible for paying the late registration fees. Please see the *Praxis* Bulletin for details or visit us at www.ets.org/praxis
- A candidate will be limited to 2 certificates per individual test over the course of their testing history
- If a candidate is eligible for more than one test, they will need to submit a separate certificate for each test.
- This certificate program is an addition to and does not replace the regular "fee waiver" program that currently exists for *Praxis* candidates. Pennsylvania candidates are still eligible to participate in the fee waiver program as before. Please see the *Praxis* Bulletin for details or visit us at www.ets.org/praxis
- Questions regarding this program can be directed to ETS by calling 1-609-683-2371 or emailing teachingandlearning@ets.org, **which are provided explicitly for use by staff and faculty at the Institutions of Higher Education and issuing districts.**

*The Dean of the School of Education may waive the GPA or the score point requirement if they feel the individual warrants special consideration.