

CREDIT BY EXAM (CBE) CHECK LIST

STEP #1



CLASS ROSTERS – Send these to Oscar Guajardo (ogujardo@santarosa.edu) so he can monitor the students' status in the SRJC's system.

STEP #2



CBE DUAL ENROLLMENT (DE) FORMS – Dual Enrollment forms for your specific site and course are posted on the following web page: cte.santarosa.edu/teachers.

1. The form needs to be signed by your Principal and a Counselor in order to create a MASTER.
2. Once signed, you/counselor may make as many copies as necessary. Please keep MASTER in a safe place for future needs.
3. Give a copy to each student to take home to be signed by parent/guardian and the student.
4. Please review the forms when they are returned to make sure they have been completed appropriately in order to prevent delays. Send original forms to Oscar Guajardo.

By Mail:

SRJC
Career & Technical Education
ATTN: Oscar Guajardo
1501 Mendocino Avenue
Santa Rosa, CA 95401

By Fax:

(707) 527-4794

By Email:

(as PDF - scanned forms)
ogujardo@santarosa.edu

On occasion, Oscar will collect forms personally if at or around your school and/or if you leave them in the front office for pickup.

STEP #3



ONLINE APPLICATION – Students need to apply online for admission in order to obtain a **9 digit SRJC student ID #** needed to take the exam. **Sensibly, this process should be done in the Fall semester.** Students should for the semester testing (**Fall 2019** or **Spring 2020**), even if they are currently enrolled at SRJC. High school students are “new” students each semester. Please download the [“How-to” Apply Online](#) guide. **A counselor at your high school is the designated onsite counselor to SRJC and may assist with this process;** include this counselor in all email communications. Your career center may assist as well; Oscar Guajardo and/or SRJC staff may be able to assist with this process.

STEP #4



DATE FOR CONDUCTING SRJC CBE TESTING – There will be a deadline to administer the exam (**usually around the end of April/ beginning of May**). Please choose a date that works for your schedule and inform Oscar Guajardo

STEP #5



FINAL ROSTER – Once you are ready to proctor the test, a final roster will be created by Oscar Guajardo with the names of students who have completed the process described above (those who have applied for Spring 2017 and have a dual Enrollment (DE) form on file). **Only the students in the final roster will be permitted to take the exam.**

STEP #6



PROCTOR THE EXAM – follow established protocol for your SRJC articulated course.

STEP #7



DISCUSS SCORING WITH EACH STUDENT – SRJC/CTE records “A”/“B” grades only; “C” grades are recorded only by a student’s authorization. Please ask students if they would like a “C” grade recorded.

STEP #8



SCORE EXAM – Please score exam and send your recommended grades (using the Final Roster) plus the exams to SRJC/CTE. FYI. **NOTE: SRJC instructor has final determination on the students’ grades.**

STEP #8



FEDERAL RIGHTS AND PRIVACY ACT – Please advise students of their scores 1:1 and do not publicize their exam outcomes in order to comply with the Federal Rights and Privacy Act (FERPA).

Thank you for supporting the success of your students!

OSCAR GUAJARDO | Coordinator | ogujardo@santarosa.edu | Phone: (707) 527-4858