



# Home Schooling

## How to Become a Qualified Test Administrator

You may send an email to [terri.nelson@ode.state.or.us](mailto:terri.nelson@ode.state.or.us) or write a letter to Terri Nelson at the Oregon Department of Education, Public Service Building, 255 Capitol Street N.E., Salem, OR 97310, stating you wish to be placed on the qualified tester list for Lane County. You must attach evidence that you meet at least **one** of the five criteria for qualifying (OAR 581-021-0026(1)(i)) from the following list:

- » You hold a current personnel service license or teaching license from Oregon Teacher Standards and Practices Commission; or
- » You have been licensed by the Oregon Board of Psychologist Examiners; or
- » You have met the publisher's qualifications for purchase, and have purchased at least one test from the list set forth in Section (1)(a) of OAR 581-021-0026; or
- » You provide evidence of satisfactory completion of a graduate course in which test administration and interpretation is included in the objective; or
- » You have previously qualified as a tester pursuant to paragraph (1)(i) of this rule, and have during the previous year administered at least one test from the list set forth in Section (1)(a) of this rule.

Upon receipt the Oregon Department of Education (ODE) will verify your qualifications and send you a notification letter indicating that you have been placed on the list. Please forward a copy of this letter to the Lane ESD, Home School Dept., 1200 Highway 99N, Eugene, OR 97402 if it is mid-year and you wish your name to be included in the current home school registration packet. ODE updates this list on an annual basis. Please make sure your qualifications are always up-to-date with them to avoid being removed from the list.

Testing materials may be purchased by contacting the publisher(s) directly. Tests approved by law for assessment of home schooled students are one of the two most current versions of the following tests: California Achievement Test; Comprehensive Test of Basic Skills; Iowa Test of Basic Skills; Metropolitan Achievement Battery and Stanford Achievement Test. A list of publishers' contact information is attached.

It is the parent's legal responsibility to have their home schooled student tested when applicable by a qualified and neutral person. The parent is required to submit the test results to their local education service district. Standardized achievement test results reported to the Lane ESD must include the following essential information: student name, birth date, and grade level; tester name, address, and qualification statement (i.e.: qualified and neutral to student); test name and level; date test was administered; and total battery percentile score/national percentile rank.

If you have any more questions regarding the Home School Testers List, you may contact Robert Salazar's office at the Department of Education at (503) 947-5981 or [bob.salazar@state.or.us](mailto:bob.salazar@state.or.us).



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www.lesd.k12.or.us

EQUITY

COMMITMENT

LEADERSHIP

COLLABORATION

INTEGRITY

**TEST PUBLISHERS**

Comprehensive Tests of Basic Skills  
*TerraNova 2<sup>nd</sup> and 3<sup>rd</sup> Edition*

CTB/McGraw-Hill  
Customer Service Department  
P.O. Box 881002  
Indianapolis, IN 46208-1002  
(800) 538-9547  
Fax: (800) 282-0266  
[www.ctb.com](http://www.ctb.com)

Iowa Tests of Basic Skills  
*ITBS Forms C & E*

The Riverside Publishing Co.  
3800 Golf Road, Suite 200  
Rolling Meadows, IL 60008  
(800) 323-9540  
Fax: (630) 467-7192  
[www.riversidepublishing.com](http://www.riversidepublishing.com)

Stanford Achievement Test Battery  
*Stanford 10*

Pearson  
Attn: EA Customer Service  
San Antonio, TX 78259  
(800) 328-5999  
[www.pearsonassessments.com](http://www.pearsonassessments.com)

Tests approved for assessment of satisfactory educational progress for home school students (OAR 581-021-0026) are the ***two most current versions*** of the above tests.