

**CELSA ORDER FORM**

**MAIL OR FAX TO:**

**Adult Learning Resource Center, 2626 S. Clearbrook Dr., Arlington Heights, IL 60005**

**Tel. (224) 366-8620      Fax: (847) 378-6225**

The ALRC will then approve your program for the Illinois site license and forward your request and order to:

*ACTT Association of Classroom Teacher Testers*  
 1187 Coast Village Road, Suite 1 #378, Montecito, CA 93108-2794  
 Tel. (805) 965-5704      Fax: (805) 965-5807  
 www.cappassoc.com/actt/actt.htm  
 e-mail: act@cappassoc.com

Purchase order #

**Site License for CELSA, BESTED or ATEPL:**

Colleges that order the CELSA, BESTEL or ATEPL must order annual site licenses. Reusable test booklets must be purchased in addition to the site license. A master Student Answer Sheet is provided with the site license (Student Answer Sheets do not need to be purchased), along with the Student Answer Key. Site licenses are based on the number of students tested in a 12-month period. This estimate can be based on past testing year or projected testing for the future. Site licenses are renewed each year. The following prices do not include CELSA's U.S. Department of Education "Ability to Benefit" provisions. Those prices are available separately.

Please check (✓) one: CELSA \_\_\_\_\_ BESTEL \_\_\_\_\_ ATEPL \_\_\_\_\_

<b>A. Site License</b>	
# students tested/yr.	License fee/yr.
1-60	\$95
61-200	\$195
201-400	\$295
401-750	\$495
751-1,200	\$795
More than 1,200 by quote	
<b>Subtotal of A:</b>	

<b>B. Testing Materials</b>			
Qty.	Description	Unit	Total
	40 Test Booklets Form 1 <sup>1</sup>	\$80	
	40 Test Booklets Form 2	\$80	
	250 student answer sheets <sup>2</sup>	\$25	
	<i>User's Guide</i>	\$12	
<b>Subtotal of B:</b>			
<b>Total of A &amp; B:</b>			
California Sales Tax 7.25% (CA only)			
<b>Total (U.S. Dollars only)</b>			

Please indicate preferred shipping below: (Cost will be included on invoice).

U.S. Mail \_\_\_\_\_ UPS \_\_\_\_\_ Fed Ex \_\_\_\_\_ Other (indicate) \_\_\_\_\_

All foreign orders must be prepaid in U.S.\$.

I certify that the number of students claimed for site license pricing reflects the most accurate information available.

Name: _____	Position: _____
School: _____	Dept. _____
Street: _____	Phone: _____
City: _____	Fax: _____
State: _____ Zip code: _____	Signature: _____
Country: _____	E-mail: _____

<sup>1</sup>ATEPL has Form 1 only      <sup>2</sup>Master student answer sheet provided with site license and may be reproduced

## ILLINOIS ADULT EDUCATION CELSA SITE LICENSE

### REGISTRATION PROCEDURE FY09

Illinois Community College Board-funded adult education programs are eligible to be added to the state CELSA Site License. When a program registers through the Adult Learning Resource Center, ICCB will be billed for the site license (see Box A on attached order form). There is **no cost** to your program for this site license registration, so do not send payment.

After registration, your program will receive:

- a master copy of the Student Answer Sheet which under the state site license can be duplicated;
- the Student Answer Key.

You then can order other CELSA testing materials and must pay for them but at a discounted rate (see Box B on attached order form). These materials include:

- The Test Booklets (which cannot be duplicated but are reuseable)
- The User's Guide

To be added to the Illinois CELSA site license:

1. Complete the attached order form "Box A. Site License" and bottom program information.
2. Fax to Sue Barauski at the ALRC/Arlington Heights 847-378-6225 for state site license approval. ALRC will then forward the form to ACTT.

Programs then order materials directly from ACTT by completing the information in Box B and the preferred shipping method. Please note: Programs must pay for any of these materials.

If you have any questions, contact the ACTT (see contact information on the order form) or Sue Barauski at the ALRC, 224-366-8620.