

FAQ for the credit by exam (CBE) testing process for agencies participating in the Community Staff Training Program (CSTP) at Minot State University (MSU)

Effective Jan. 1, 2019

What is credit by exam (CBE)?

Credit by exam (CBE) means taking an exam to show you already possess the knowledge for a 100 or 200 level course required for the associate or bachelor's in Human Services: IDD degrees (i.e. SPED 101).

Who is eligible to sit for a CBE?

MSU offers this benefit to people who work for a DD service provider in North Dakota.

Can I still take a CBE if I no longer work for a DD service provider in N.D.?

No. You are only eligible to sit for a CBE if you are currently employed at a participating human services agency in N.D.

What are the first steps in being eligible to sit for a CBE?

In order to take a CBE, you must already be an MSU student. If not, please complete the undergraduate online application found at [MinotStateU.edu/enroll/apply.shtml](https://minotstateu.edu/enroll/apply.shtml).

- a. Select Admit Type: Degree seeking FYR OR TRN (depending on student).
- b. Select Program: IDD.
- c. Select: Online.
- d. Complete the Statement of Intent.
- e. Follow regular admission deadlines.
- f. Pay the \$35 USD Application Fee and submit required materials for admission. If you were an MSU student in the past, you will complete the readmit application, for no application fee, at [MinotStateU.edu/secure_pages/registrar/return.shtml](https://minotstateu.edu/secure_pages/registrar/return.shtml).
- g. You will need to complete online orientation before the first term you enroll in online classes. The fee for orientation is \$65. Your orientation ensures that you have the best beginning experience at MSU.
- h. After completion of orientation, you **must** enroll in at least one general education or elective course (if general education is complete) the first term you intend to begin taking a CBE.

How do I schedule the exam and what is the process for having the grade transcribed?

After you are admitted to MSU and are ready to take an exam, you will initiate the process by completing the fillable PDF form available on the NDCPD CSTP website: <https://ndcpd.org/cstp>.

Submit the form to Jana Schultz, administrative assistant in the Department of Special Education at MSU (701-858-3050/1-800-777-0750), either by:

- Email: jana.l.schultz@MinotStateU.edu
- Fax: 701-858-3021
- Mail: Jana Schultz, 500 University Ave W, 210 Memorial Hall, Minot, ND, 58707

Dr. Borisinkoff will grade the exam and notify you by e-mail of the results.

When you have successfully passed the exam, you will submit the online “Petition to Earn Credit through PLA” form here: [MISU-RO-PLA - Perceptive TransForm iFiller](#) (ndus.edu). You must also attach an e-mail from Dr. Borisinkoff when submitting the form stating you have passed the exam.

It is your responsibility to call the MSU Business Office at 701-858-3330 and make payment after the form has been initiated. The Business Office will then forward payment information to the Registrar’s Office who will then post the grade on your academic transcript. Please allow five days before you call.

Can I take the exam at MSU?

All exams will be completed at your agency and therefore tests will no longer be proctored at MSU. This process takes a few days, so remember to allow for this time.

How do I access Blackboard to take the exam?

Jana Schultz will request to add you to the Blackboard testing shell after receiving notification of the testing appointment. You will access the exam (log in with your MSU e-mail and password) at [MinotStateU.edu/online](#).

How much do I pay to get each course listed on my transcript?

Payment for the CBE will be done after successfully passing the exam. The cost for each of the 100 – 200 level special education classes required for the AS and BS degrees is **half-price tuition** (tuition only – you will not pay fees). Current tuition prices can be found at [MinotStateU.edu/online/tuition_and_fees.shtml](#).

What is the price of tuition for additional online classes (i.e., general education, elective credits) that are required for the associate or bachelor’s in Human Services: IDD degrees?

All students are considered N.D. residents for tuition purposes and will pay tuition and fees based on credits enrolled. Please see current tuition prices at [MinotStateU.edu/online/tuition_and_fees.shtml](#).

Can I use financial aid to cover the recording fees for the exams?

No, financial aid is not available for credit by exam purposes.

What if I have completed my general education requirements at another university?

Even if the Registrar’s Office has considered you to be general education complete from another institution, you cannot just take the exams in order to earn the associate degree. There must be a minimum of 30 in-residence credits at MSU, so you will need to enroll in the online SPED 100 and 200 level courses or take additional electives from MSU.

How many credits must be earned from a four-year institution to earn the Bachelor of Science degree in Human Services?

Sixty credits must be earned from a four-year degree granting institution to earn a bachelor of science degree. Classes taken at a community college or two-year institution do not meet this requirement.

Do I have to take all learning modules associated with each class before taking the CBE?

It is likely that you will score better on the exam if you have taken the learning modules associated with each class, but this is NOT required.

Who can I contact to see a list of the modules I have already taken at an agency and to obtain a training record?

Vickie Brabandt at NDCPD on the MSU campus can provide you with this training record. You may contact her at vickie.brabandt@MinotStateU.edu or 701-858-3047.

Who can I contact to have my transcripts evaluated for transfer purposes?

Please send all your transcripts to the Registrar's Office once you have submitted your online application. MSU considers transfer credits from regionally and non-regionally accredited universities.

Does a certificate of attendance at agency trainings, conferences, or CEUs count towards the degree requirements for the associate or bachelor's in Human Services: IDD degrees?

No.

What if I fail an exam?

If your score is below 85%, you can take the exam again after one week. Exams cannot be taken more than twice without approval from your MSU advisor.

Are the exams timed?

Yes.

Are the exams "open book"?

No. There cannot be any materials available to you when you take the exam.

What is considered making adequate progress in the program?

You must have continuous activity (either CBE or coursework) in fall and spring terms. If you have no activity for one term, you must complete the application for readmission (there is no fee for this application) to reactivate your account for the term you wish to enroll and are subject to catalog changes.

Who can I contact if I still have questions?

Dr. Evan Borisinkoff is the program director for the associate, bachelor, and master's degrees in Human Services: IDD and can be reached at:

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