



# News to Use

May 2009

## In this issue...

[FY 2009-10 Grant Continuation Forms](#)

[WIA Incentive Funding](#)

[GED® Tests Fee Increase](#)

[County Contacts](#)

[ITTS Special Offer on Virtual Seats](#)

[Kentucky Center of Mathematics Position Available](#)

[KYVAE/Online Student Enrollment](#)

[e-Transcript](#)

[Notice of 2012 Test on GED123.org](#)

[Diploma Packets](#)

[Social Security Numbers](#)

[Correcting Student SSN in AERIN](#)

[OPT Retest Scores](#)

[Valuable Links](#)



### **FY 2009-10 Grant Continuation Forms**

Grant renewal forms for the 2009-10 fiscal year are available on [KYAE's Web site](#). The deadline for submission is **4:30 p.m. ET May 29, 2009**.

If you have questions about grant continuation, please contact David Walters at [David.Walters@ky.gov](mailto:David.Walters@ky.gov) or at (502) 573-5114, ext. 122.

### **WIA Incentive Funding**

Kentucky is one of eleven states qualifying to receive a Workforce Investment Act of 1998 incentive grant based on FY 2007-08 performance. To qualify for this incentive grant each state must exceed its agreed upon performance levels for Title I: Workforce Investment Systems, (Kentucky Office of Employment and Training), and Title II: the Adult Education and Family Literacy Act, (Kentucky Adult Education). Kentucky Adult Education will work with the partner agencies to develop an application for the use of the \$851,748 grant. The Act requires these funds be used to carry out innovative activities consistent with the requirements of any one or more of the programs within the Act. Kentucky has received these incentive funds six of the nine years of the Act totaling \$8,793,202 for the Commonwealth.

KYAE applauds adult educators across the Commonwealth for their hard work that has led to the incentive funding.

### **GED® Tests Fee Increase**

The regulation changing the GED Tests fee has been approved and will go into effect on June 5, 2009 meaning that the fee will change effective July 1, 2009 as proposed in the regulation and each July 1 for two years. The fee covers all five parts of the GED Tests taken at one test session (a test session may be one day or over two days). There are three sub-sessions to the test administered with separate directions: 1) Language Arts Writing, 2) Math or 3) Social Studies, Science and Language Arts Reading. When a student is re-testing they will pay per sub-session with the caveat that if they have to re-test on more than two sub-sessions the fee will not exceed the initial fee.

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- The fee will increase to \$50 and sub-session fee of \$25 on July 1, 2009.
  - The fee will increase to \$55 and sub-session fee of \$25 on July 1, 2010.
  - The fee will increase to \$60 and sub-session fee of \$30 on July 1, 2011.
  - The regulation also increases the transcript fee from \$5 to \$10 effective July 1, 2009.

## County Contacts

As part of recent AERIN upgrades, the County Contacts function is now working. The information on County Contacts is populated based on the Manage Location and staff information entered in AERIN. To prevent personal information from being posted on the Web, please ensure that all staff information entered is for the local adult education center – address, phone number and e-mail address.

Each program must also select a Main Contact. This information is posted on the [KYAE Web site](#). Please follow the steps below to update your program Main Contact:

- Log on to AERIN
- Select Manage Your Locations
- Confirm that the information is correct
- Click on the Location Roles tab
- Verify that there is a Main Contact
- Go to the staff record of the Main Contact and confirm that all information for this staff person is work-related (address, phone, etc.)
- Make sure all text and spelling is the way you would like for it to display on the Web
- Once all the information is updated, click Save
- After updating, exit AERIN and check your county's information on the [KYAE Web site](#)

If you have questions or need assistance updating your information in AERIN, please contact Tammy Powers at [Tammy.Powers@ky.gov](mailto:Tammy.Powers@ky.gov) or Terry Tackett at [Terry.Tackett@ky.gov](mailto:Terry.Tackett@ky.gov).

## Instruction Targeted for TABE Success (ITTS) Special Offer on Virtual Seats

The deadline for receiving an additional six months of ITTS use for free on a 12-month order is June 30, 2009. The cost for a 12-month virtual seat is \$24. The seats can be reused when students separate from your program. Please contact Hysaan Goode at (614) 286-3427 or [Hysaan\\_goode@mcgrawhill.com](mailto:Hysaan_goode@mcgrawhill.com) to place your order.

## Kentucky Center of Mathematics Position Available

KYAE has contracted with Northern Kentucky University's Kentucky Center for Mathematics (KCM) to create a plan to ensure consistent, high quality, on-going and statewide professional development in mathematics instruction for KYAE adult education instructors. The plan will consist of research-based best practices in professional development and will target to increase the number of adult students who successfully complete the GED mathematics tests and are ready for college-level mathematics. KCM will use Kentucky Online Test (KYOTE) to determine the existing content knowledge among adult educators. KCM will also use the KYAE Instructor Needs Assessment, and KYAE student achievement data to develop a model for professional development tailored to the instructors' specific needs.

The primary goal of the KCM's statewide adult education is to prepare adult students to be college-ready in mathematics. The KCM's adult education program has four components: a review of the

continued on page 3

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mathematics curricula suitable for adult students, data analysis to inform professional development needs and to determine the predictive nature of the tests taken by adult students, a professional development program for adult educators and an evaluation of the efficacy of the professional development program.

To oversee these efforts, KCM is seeking a Director of Adult Education. The Director will be responsible for all aspects of the professional development program and will assist in all other components of the adult education program. [Click here](#) to apply and view primary responsibilities and qualifications.

### **KYVAE/Online Student Enrollment**

In an effort to enhance online learning, KYAE merged the Kentucky Virtual Adult Education (KYVAE) Web site ([www.kyvae.org](http://www.kyvae.org)) with KYAE's Web site ([www.kyae.ky.gov](http://www.kyae.ky.gov)). All content that was currently posted on KYVAE has been moved to [www.kyae.ky.gov/kyvae](http://www.kyae.ky.gov/kyvae). This includes the log on area for student and educator online courses.

As a result of the Web site consolidation, the separate KYVAE enrollment form will no longer be used for student enrollment. New students will be enrolled in AERIN with the associated goal code for PLATO or WIN selected. Once this process is completed, an e-mail will be sent to the student, based on the e-mail address entered in AERIN, with the username and password for logging in to access their assignments. When the student is separated in AERIN, they will be removed from PLATO or WIN. Separating a student will also delete their assignments and progress information in PLATO or WIN.

With the new system, all current users' KYVAE usernames and passwords will be changed. The first time a user logs on with their current username and password, they will be notified of the change and sent a reminder e-mail containing their new KYVAE username. After this initial change, students will be able to log on with their new username and password and have access to the assignments you have already made. If a student or you have trouble logging on to KYVAE, please contact the Help Desk at 1-877-740-4357.

If you have questions about KYVAE and the new student enrollment process, please contact [Erika.Larson@ky.gov](mailto:Erika.Larson@ky.gov) for additional information.

### **e-Transcript**

Beginning July 1, KYAE will offer e-Transcripts through our scoring center. A GED graduate will be able to print a transcript from GED123.org using their access code. The transcript will have a verification code. If the student provides the verification code to a third party, the third party can verify if the student has passed the GED Tests. This is the reason why it is very important for the student to retain the Proof of Registration form which has their access code. KYAE will not provide access codes for security reasons. If the student does not have their access code, they will have to request a transcript from KYAE and pay the \$10 fee.

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## Notice of 2012 Test on GED123.org

When students log on to GED123.org to access scores after testing, the following message will appear if they do not have passing scores, "IMPORTANT: The GED Tests are changing in 2012. If you do not pass by December 31, 2011, you will have to repeat all 5 subjects." When the student has passed, the message will go away.

## Diploma Packets

The number of undeliverable diploma packets continues to be an issue. If the student is going to test for the first time, please ask the student if the address on GED123.org is still current. The student must tell the examiner that they need a change of address form. Changing the address on the KYAE-6 form or in AERIN does not change the address. The address must be changed electronically.

## Social Security Numbers

Please verify a student's social security number (SSN) at enrollment. You can do this by either seeing the student SSN card or asking the student to double check the number they have written down on their enrollment form and signed as accurate. Please explain to the student that if the SSN is wrong in AERIN and they take the GED Tests, there may be issues with getting the results.

If the student enters a SSN on GED123.org and gets a message stating that the SSN is in use, tell the student to STOP. Anyone who has tested since 1985 has a SSN already in the system and the student is treated as re-tester. Notify the examiner to get the student registered. Please do not create a new record in AERIN with a program assigned code.

KYAE staff has handled over 225 SSN issues since tracking began. A person's educational record cannot be changed without documentation. Documentation does not include what is in AERIN or what the student says.

## Correcting Student SSN in AERIN

As programs are reviewing their data and find that a student's GED scores have not downloaded into AERIN, please do not contact KYAE until you have completed the following steps.

- Verify the student scores are not in AERIN by using both the SSN and the name to search for all records for this student in AERIN.
- Verify the SSN with the student not just from what is posted in AERIN. The digits may have been transposed by the student or upon entry into AERIN.
- If there is a discrepancy in the SSN, fax a copy of the signed enrollment form completed by the student to KYAE at (502) 573-5436, ATTN: **B. J. Helton**.
- If the student has an assigned program code in AERIN because they have no SSN, contact **Terry Tackett** at [Terry.Tackett@ky.gov](mailto:Terry.Tackett@ky.gov) for directions of how to mark the goal completed.
- If the student has more than one record in AERIN, please contact **Tammy Powers** at [Tammy.Powers@Ky.gov](mailto:Tammy.Powers@Ky.gov) to assure merger of the records into one.

## OPT Retest Scores

There have been questions about the policy that prior to re-testing on the GED Tests, the student must have new and improved OPT scores. To clarify, the new and improved OPT scores are on the OPT test not the scores achieved on the GED Tests. Secondly, if the original OPT scores were very high and the student cannot score higher, the adult education provider in their discretion can enter

continued on page 5

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the new OPT scores and sign for the student to re-test on the GED Tests. *This only applies to very high original OPT scores on a specific content area or for a student needing points only.* The adult education provider that uses this discretion is asserting that additional instruction has been provided, the OPT administered again and in the provider's opinion the student is ready to re-test.

## **Valuable Links**

Directory of Federal Funding Sources for Adult Education

[http://www.umbc.edu/alrc/MSDE/Text/Fed\\_Funding2009.pdf](http://www.umbc.edu/alrc/MSDE/Text/Fed_Funding2009.pdf)

ESL Curriculum for Adults

<http://www.apsva.us/15401081182015517/lib/15401081182015517/reepcurriculum/index.html>