



KENTUCKY COUNCIL ON  
POSTSECONDARY EDUCATION



# Adult Educator's GED<sup>®</sup> Handbook



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# Revised Version

- Camtasia Training
- Hard Copy

# What does it cover?

1. Introduction
2. Basic Information About the GED Tests
3. Who is Eligible to Take the Tests in Kentucky
4. Preparing for the GED Tests
5. How to Register to Take the Tests
6. Tests Results
7. GED Tests Fee Increases

# What does it cover?

8. Testing Accommodations and Adaptations
9. Checklist for Combining Out-of-State GED Records
10. Required Practices at GED Testing Centers
11. How to Request a Transcript
12. GED Resources
13. Appendices

# Separate Sections

- FAQs
- Appendices

# Camtasia

- PowerPoint with Audio

# Sample Camtasia Slide

## Eligibility

- **General Eligibility Requirements**
  - A Kentucky address.
  - Pass the Official GED Practice Tests (OPT)
  - Must be 19 years of age, OR
  - Must be at least 16 years of age AND:
  - Withdrawn from public or private school for 90 days
  - Or, superintendent's waiver of the 90 days

# Hard Copy

## WHO IS ELIGIBLE TO TAKE THE GED® TESTS IN KENTUCKY

### General Eligibility Requirements

- Test-takers must have a Kentucky address.
- Test-takers must pass the Official GED Practice Tests (OPT) and have a completed **GED Testing Application Form (KYAE-6)** signed by the approved adult education provider.
- Test-takers must be 19 years of age, OR
- Test-takers must be at least 16 years of age AND:
  - ✓ Withdrawn from public or private school for 90 days as certified by the local school district. This proof must be on a school form or official letterhead and be attached to the KYAE-6 form.
  - ✓ Or, receive a superintendent's waiver of the 90 days for a postsecondary enrollment deadline, a condition of employment, medical reason or family circumstances. The superintendent or designee must sign the back of the KYAE-6 form to grant approval.

### Exemptions

Test-takers at least 16 years of age with a Kentucky address may take the GED Tests if they are certified as test ready and meet the following conditions:

- Enrolled in a Kentucky Department of Education approved Option Program (GED Secondary Program) and approved for the GED Tests by the superintendent; superintendent must sign the back of the KYAE-6.
- Enrolled in a Job Corps program.
- A state agency child under the jurisdiction of the *Cabinet for Families and Children* with approval from the Agency Program Administrator as indicated with the signature on the back of the KYAE-6.
- A state agency child under the jurisdiction of the *Department for Juvenile Justice* and detained in a juvenile detention or juvenile holding facility and:
  - ✓ at least one year behind academically,
  - ✓ a minimum stay in detention of 30 days,
  - ✓ approved for the GED Tests by the local school superintendent; superintendent must sign the back of the KYAE-6.
- Committed or placed in a state correctional facility.

**No one younger than 16 years of age may take the GED Tests.**

# FAQs

- Eligibility
- Withdrawal

# Fifth Edition Tests

- Postponed
- Future Date ?

# Templates

- Do you know someone who needs to earn a GED diploma?
- Now that you have taken the GED Tests...