



ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)
ADULT EDUCATION PROGRAMS AND POLICY
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Guidance for GED® Preparation Code Use for GED® Testing

Adult GED® Preparation Codes:

- Adult GED® preparation codes have a second digit of 3. This code is for all students who are enrolled in adult education classes funded by all federal and State adult education funding sources: WIA, EPE, WEP and ALE. National Reporting System (NRS) reports are comprised of these students.
- Adult education students have legally/officially withdrawn from school; they are ‘drop-outs’ and are not on any secondary school rosters nor are funded through home districts.
- Programs that get WIA funding may have some under-21 age students who would appropriately use this adult preparation code as long as they are in an adult GED® preparation program - as opposed to an alternative high school equivalency program. Since enrollment in an adult program does not provide age eligibility, students under age 19 need to provide age eligibility documentation. All eligibility criteria is outlined on the GED® Testing Office website: http://www.acces.nysed.gov/ged/test_info.html
- Adult education programs are administered by the office of Adult Education Programs and Policy: <http://www.acces.nysed.gov/aepp/>

Alternative High School Equivalency Program Preparation Codes:

- Alternative High School Equivalency Preparation Programs (AHSEP) have their own codes (second digit is a 4 or above) as do the High School Equivalency Preparation Programs for 18-20 year olds (HSEP). In some districts, AHSEP and HSEP students may be in the same classes but are reported separately on the SASS report according to the age breakdown.
- Both AHSEP and HSEP students are not considered drop outs but instead have transferred into the alternative education program under the 5654 transfer policy. Because they are considered transfers, AHSEP and HSEP students are funded through their home district through foundation aid.
- AHSEP/HSEP programs are administered by the Student Support Services office: <http://www.p12.nysed.gov/ss/ssac/AltEd/home.html>

If an agency serves a student under an adult education funding source, no matter the age, the adult GED® preparation codes should be used. If a student is funded through his/her respective school district through foundation aid/equivalent aid, then the AHSEP or HSEP code should be used. Following the funding source will determine the correct code to be used.