



Adult Career and Continuing Education Services  
89 Washington Avenue  
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April 11, 2023

**TO:** ALE, EPE, WIOA – High School Equivalency (HSE) Preparation Providers

**FROM:** Fiormelissa Johnson, Director of Adult Education Program and Policy (AEPP)

**SUBJECT:** GED Annual Conference Schedule for: July 18 – 20<sup>th</sup>, 2023

The purpose of this memo is to provide AEPP funded programs, those providing GED Preparation services, guidance on how to register for the GED Annual Conference scheduled for: July 18 through July 20, 2023, in New York City (NYC). This Memo also clarified that the conference attendance is optional, and if a program decides to attend, only the Program Manager will be permitted to claim expenses in their budgets for the conference. Do note that the AEPP Office is unable to approve expenditure requests for out-of-state travel, making this conference a unique opportunity for Program Managers. Additionally, travel expenses incurred for the GED Annual Conference must be reflected within the obligation period.

**Message From: Scott Salesses, GED**

“The "Conference Agenda" tab provides a description of the sessions that will be offered...”

- \$475 Early Bird Rate - register by March 31
- \$535 Regular Rate - registration after March 31

**REGISTER NOW!** So, you can start making plans today! The conference begins with the GED Administrators™/State Directors sessions (invitation only) at 1PM on Monday and runs through July 20 at 11:30 am. **BOOK YOUR HOTEL RESERVATION TODAY.** If you have any questions not covered in this memo, please email Taylor Smart Williams at [taylor.smartwilliams@pearson.com](mailto:taylor.smartwilliams@pearson.com).

**GED Annual Conference Travel Expenditures:**

1. In-state conference expenditures are permitted and can be articulated in annual ALE, EPE and WIOA budgets in the Travel Category for FY24 budgets in the FS-10 Travel Category. Travel expenses incurred for the GED Annual Conference must be reflected within the obligation date.
2. **Reason for request & Expectations:** Annual GEDTS Conference will be held in NYC in July 2023, representing a unique opportunity for our AEPP-funded Program Managers to participate in vendor-provided professional development for the new GED assessment for NYS High School Equivalency, launched in January 2022. Program Managers should register for conference workshops that will benefit and enhance their GED preparation programs. Conference attendees are expected to share information and resources with their program staff and within the larger HSE network.



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**Attendance of Funded HSE Preparation Providers located in NYC:**

3. 2023 GEDTS Conference is in NYC, as such, we would like to advise our AEPP funded GED preparation providers based in the five boroughs of NYC, their Program Manager (PM), only, is eligible to attend the event and charge the flat conference fee of \$535.00, along with meals for three days (\$180.00) to the Travel Category of their annual budget - assuming there is: a) discretionary funding available within their FY24 annual budget, b) their agency leadership team will approve PM conference attendance and expenditure, and c) their program currently provides high school equivalency preparation as reflected in their ALE, EPE or WIOA Program Component Worksheet. The estimated total expenditure for conference attendance per NYC program is estimated at \$715.00.

**Attendance of Funded HSE Preparation Providers from Rest-of-State (ROS):**

4. 2023 GEDTS Conference is in NYC, as such, we would like to advise our funded GED preparation providers outside of the five boroughs of NYC, their Program Manager, only, is eligible to attend the event and charge the flat conference fee of \$535.00; hotel lodging for three nights at \$279.00 per night (\$837.00); \$60 three meals per day for three days (\$180.00); and transportation costs to and from the conference up to \$125.00 round trip, to the Travel Category of their annual budget - assuming there are a) discretionary funds available within their FY24 annual budget, b) their agency leadership team will approve PM conference attendance and expenditure, and c) their program provides high school equivalency preparation as reflected in their ALE, EPE or WIOA Program Component Worksheet. The estimated total expenditure for conference attendance per ROS program is estimated at \$1,677.00.

**Attendance of CUNY, DOE and Library System Leadership Teams:**

5. There may be requests to expense additional leadership staff attendance from our largest providers where central administration is necessary for size, scope, and number of ALE, EPE and WIOA-funded HSE preparation projects under their supervision. Predominately in NYC, these additional staff expenses would then come in at \$535.00 per registrant and \$60 three meals per day for three days (\$180.00). The estimated total expenditure for conference attendance per NYC program manager is estimated at \$715.00.

Should you have questions, please be sure to contact your respective Regional for assistance.

Cc: AEPP Regional Staff  
Upstate and Downstate STAC  
RAEN Directors