



New York State
EDUCATION DEPARTMENT

Knowledge › Skill › Opportunity

Adult Education Preparation Programs and the GED® Test

Including Candidate Age Eligibility and Use of GED Manager

December 2022

4 Pathways to a High School Equivalency (HSE) Diploma



NYSED HSE Homepage, Announcements, Requesting Duplicate Documents and Status Verification Report:

<http://www.acces.nysed.gov/hse/high-school-equivalency-hse>

- **HSE Exam** - The GED® Test became the NYS HSE exam in 2022. Previously it had served as the state’s exam from the 1940s – 2013. Prior passing HSE subtest scores for the TASC, 2014-2021, and the GED Test, 2002-2013, can be grandfathered toward an HSE diploma.
- **24 College Credits** – Information and [Application J](#)
- **National External Diploma Program (NEDP)** - Information for candidates and agencies interested in NEDP.
- **Regents-HSE Exam** - Merging passing Regents scores with HSE testing. Information, includes updated FAQ and [Application R](#)

Please always use currently posted forms and applications.

- **[Status Verification Report](#)** - Updated link on the HSE home page conveys which subtest(s) are still required to be passed for a candidate to obtain an HSE diploma. Previously “failing transcripts” were printed and mailed to candidates who still needed to take additional subtest(s) to obtain their HSE diploma. This practice was discontinued in 2021.

Public Computer Based Testing (CBT) and GED Manager



Candidates: 1) Create an account at <https://GED.com> and register for the GED; 2) Indicate in *Prep Connect* if “Interested” or “Enrolled” in preparation classes. 3) If “yes” is selected, a list of preparation programs located near the candidate are displayed and they should select either the program they are enrolled in or a program they are interested in attending; 4) When ready to test, the candidate schedules needed GED subject test(s) through the online scheduling system which is also accessed through their account; 5) Scores will be available to the candidate in their GED account almost immediately, however, the NYSED HSE Office requires 6-10 weeks to process official results and mail HSE diplomas, if the candidate is successful.

Preparation Programs: The candidate’s name and email address will appear in the preparation program’s GED Manager account as, “Interested,” when the candidate selects the prep program from the choices presented. The candidate must be 19 years of age or have been released from the Age Eligibility queue before they can be viewed in GED Manager. Preparation program staff must change a candidate’s status from “Interested” to “Enrolled” for their 5-digit prep code to be connected to the candidate’s testing. This is essential for preparation programs to receive credit for test taker’s successes, through ASSIST.

Candidate View When Creating Their GED.com Account



Create Account : GED® classes

There may be local GED® classes to help you prepare for the test. Classes are not required.

A GED® class can provide:

-  Support throughout your GED® journey
-  Expert instruction on GED® test subjects
-  Practice for the GED® test
-  Help with career and college planning

"Saint Gabriel's Hall is the best thing that ever happened to me. I got the resources that I never had before and the best support system. With all that I made a future for myself."

— Felix, GED® graduate



Are you already enrolled or interested in attending GED® classes?

- Yes
- No

Back

Continue



Candidate Routed to Prep Program Selection Page

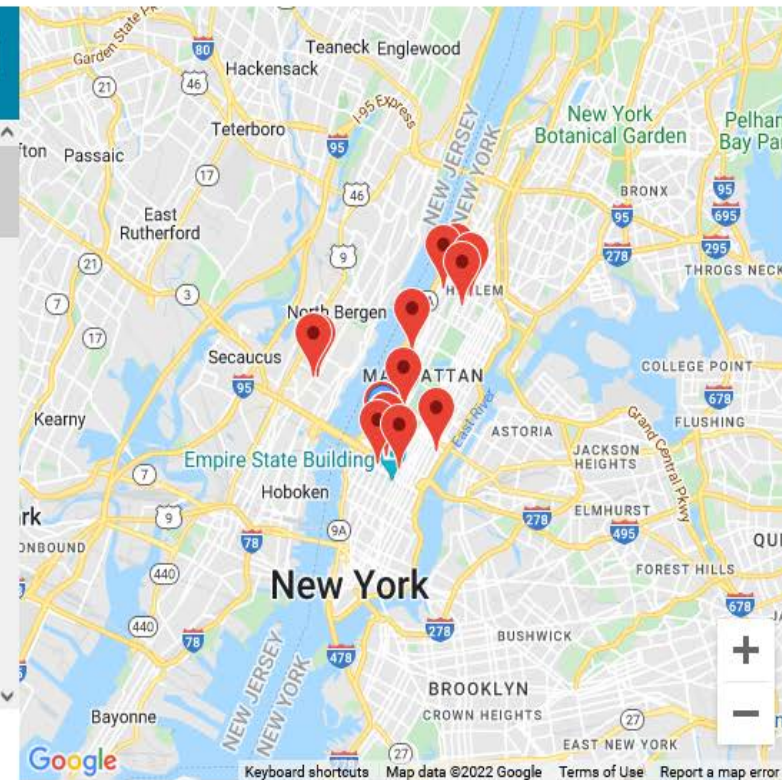


Local GED® Classes

Choose a GED® Test Prep Center to get expert help preparing for the test. By choosing a center, you agree the center may contact you about enrolling in their program. Choosing a center is optional and is not required to receive adult education services. After you have chosen a center, you can remove or change your center at any time by clicking the button "Remove selection" or by going to Edit Profile.

- YMCA of Greater NY Harlem Literacy Zone-23124**
5 West 63rd St, 6th Fl. New York, NY 10023
★ 0.4 Miles [Show on Map](#) | [Directions](#)
- Riverside Language Program, Inc.-33223**
270 West 89th Street New York, NY 10024
★ 1 Miles [Show on Map](#) | [Directions](#)
- Herbert Lehman College-23022**
Ms. Patricia Mullen New York, NY 10036
★ 1.3 Miles [Show on Map](#) | [Directions](#)
- Hostos Community College-23018**
Ms. Andrea Durkis New York, NY 10036
★ 1.3 Miles [Show on Map](#) | [Directions](#)
- Kingsborough Community College Tuition Program-23027**

★ If I see this star above, what does it mean?



“No Shows”



- Candidates who cannot attend their scheduled testing date/time must cancel in their GED account at least 24 hours before the scheduled test or they will be considered a “No Show.”
- “No Shows” must wait 60 days before they can reschedule their missed subtest(s) and cannot take the same subtest more than 3 times in a calendar year, if prior tests are failed.
- No subtests can be re-taken for a high score if the subtest has already been passed.
- NYS has experienced a high “No Show” rate with candidates registering and scheduling subtest(s) but then not showing up to test and not canceling their subtest(s) at least 24 hours ahead of time.

Maximum Compulsory School Attendance Age (MCSAA)



Age Eligibility to take the GED

- NYSED Commissioner's Regulation 100.7 specifies age eligibility (AE) criteria to take the high school equivalency exam, which is currently the GED® Test.
- An [Age Eligibility Chart](#) on the HSE website lists AE criteria for testing and defines institutions authorized to sign-off on a test taker's AE.
- All HSE candidates under age 19 must have met MCSAA criteria prior to scheduling their GED.
- MCSAA is reached at the end of the school year - July 1 to June 30 - during which a student is legally allowed to withdraw from school.

Age Eligibility Form is Provided within the GED Online Application 8



- When a candidate under age 19 creates a GED account and indicates that they are not currently enrolled in high school their date of birth results in the AE form being provided (sample shown on right side).
- Candidates who convey that they are currently enrolled in high school will select the Alternative High School Equivalency Preparation (AHSEP) Program that they are enrolled in.
- The process for candidates to submit the AE form and who approves it differs depending on whether the student is, or isn't, in an AHSEP Program,

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
High School Equivalency (HSE) Office
83 Washington Avenue, EBA 460
Albany, NY 12234

Age Eligibility Form for High School Equivalency (HSE) Testing
Completed form must be mailed to the HSE Office at the address noted above.

Verification of age eligibility to test is required for all applicants under age 19, in accordance with Education Law and NYSED Regulations. Students must have met Maximum Compulsory School Attendance Age (MCSAA) prior to applying to test. MCSAA is reached July 1st of the school year immediately following when a student is legally permitted to withdraw from school (age 16 or 17 depending on the school district).

Directions: 1. Complete Part A below. 2. Provide the form to the institution official to complete Part B and verify that the information is accurate. 3. The institution official needs to return the completed form to you. 4. You need to mail the completed form to the NYSED HSE Office at the address listed at the top of the form. 5. Once the completed form is received, the HSE Office will affirm your age eligibility to test.

PART A: Applicant Information		
Last Name:	First Name:	Middle Initial:
Social Security Number (last 4-digits):	Age:	Date of Birth (mm/dd/yyyy):
Email Address:	Confirm Email Address:	
Required of All Applicants: GED ID _____		

Anyone interested in taking the GED must register and set up a GED account. Please visit <http://www.ged.com>. However, a tester under age 19 will not be able to schedule any GED subtests until the HSE Office receives and approves this completed Age Eligibility form.

PART B: Age Eligibility and Additional Qualifications Required to Test	
To be Completed by Institution Official - Select the Appropriate Clause	
Candidate is at least 17 years of age, and:	
<input type="checkbox"/>	Has not attended a regular, full-time high school program of instruction within the preceding 12 months and had already met MCSAA before submitting application to test; or
<input type="checkbox"/>	Would have been a member of a high school class that has already graduated; or
<input type="checkbox"/>	Has been accepted into the U.S. Armed Forces; or
<input type="checkbox"/>	Has been accepted into a college or post-secondary institution; or
<input type="checkbox"/>	Resides in an addiction control center or rehab facility or county jail, prison, detention center or hospital, or is an adjudicated youth under direction of a court or a parole, probation or other law enforcement agency and the official having oversight within the program certifies a high school equivalency constitutes an essential part of the rehab program; or
<input type="checkbox"/>	Is home-schooled in accordance with Education Law and Commissioner's Regulation; or
<input type="checkbox"/>	Is foreign born and never attended K-12 school in the USA. Use: Application F .
Candidate is at least 16 years of age and has reach MCSAA, and:	
<input type="checkbox"/>	Has been accepted into the U.S. Armed Forces; or
<input type="checkbox"/>	Has been accepted into college or another post-secondary institution; or
<input type="checkbox"/>	Is home-schooled in accordance with Education Law and Commissioner's Regulation; or

Verification of Age Eligibility and Additional Qualification to Test
This section MUST be Completed by Institution Official

Name of Institution:	
Address of Institution:	
Institution Official verifying age eligibility and additional qualifications to test:	
Name:	Title:
Signature of official completing this section:	
Email:	Phone Number:
Date on which official attests to the accuracy of the above information: mm/dd/yyyy	

Revised November 2021

Who Approves HSE Exam Age Eligibility to Test?



Alternative High School Equivalency Preparation (AHSEP) Programs

- 1) AHSEP students must indicate that they are still in high school and select the AHSEP Program that they are enrolled in from the drop-down list when they create their account at <http://www.GED.com>
- 2) AHSEP Coordinators then find the student in *GED Manager* and approve them as being part of their "Options" program (term used for AHSEP Programs in the GED registration system); and
- 3) The AHSEP Coordinators must also approve the student in the GED Manager Age Eligibility queue, if under age 19.

Non-AHSEP Programs:

- 1) When candidates under age 19 do not indicate that they are still enrolled in high school, an age eligibility (AE) form is provided in the GED registration system;
- 2) The AE form must be printed, completed and mailed to the HSE Office. Upon receipt, if approvable, HSE staff will approve the candidate in the GED Manger Age Eligibility queue.

Age Eligibility Chart* - <http://www.acces.nysed.gov/common/acces/files/hse/age-eligibility-chart.pdf>

**The chart conveys the AE requirement, regulatory citation and institutions which can sign off on a student's age eligibility to test. For example, the school district of residence must sign the AE form for all candidates who were homeschooled.*

Testing Accommodations for Candidates with Disabilities



Information on How Candidates Apply for Testing Accommodations:

- [Recorded presentation on GED Accommodations for Testing](#)
- Questions and Answers on Accommodations: <http://www.acces.nysed.gov/hse/hse-exam-testing-accommodations-q-and>
- How to Apply for GED Accommodations (from GEDTS)*:
- https://ged.com/about_test/accommodations/
- **The directions for completing and submitting the accommodations form are included on the bottom of the form.*

What is GED Manager & GED Prep Connect?



- GED Manager is an online portal for HSE adult preparation program educators and test administrators to manage students and programs.
- If staff are involved with overseeing both testing and preparation, they may have multiple roles within GED Manager and will need to toggle between roles. There are also varying permissions granted within each role.

Overview of GED Manager Roles:

- 1) Test Administrators = Jurisdictional Access
- 2) Preparation Programs (Educators) via GED Prep Connect) = Student Authorized View*
- 3) Alternative High School Equivalency Preparation (AHSEP) Program = Option Coordinator
- 4) Corrections

- [GED Prep Connect Training Video](#) – Scroll down to the last item on the bottom of the page.

**Candidates must select a specific prep program for them to appear in the Educator's GED Manager queue. If a candidate is under age 19, they will also need to be released from the Age Eligibility queue or they will not appear in GED Manager.*

Who Has Access to GED Manager and How to Get an Account?



GED Manager and GED Prep Connect: https://ged.com/educators_admins/test_admin/ged_manager/

- Access to GED Manager is provided to all preparation program and test center staff who require access.
- All GED Manager accounts and permissions must receive initial program level approval from NYSED before GEDTS is authorized to issue accounts. Please do not request GED Manager permissions directly from GED.com.
- Once the initial program level account is provided, preparation program managers must request any accounts needed for additional staff by emailing the relevant office:
 - AEPP Funded Preparation Programs - AdultEd@nysed.gov
 - Non-AEPP Funded Preparation Programs – hsetc@nysed.gov

To ensure a timely response always include the name and NYSED assigned 5-digit code of your preparation program in the email subject line.

- GED Manager Accounts which are not accessed within 6 months are deactivated.

GED Manager Roles for Adult Education Prep Staff



- **AEPP Funded Adult Education Preparation Program Staff**-AEPP program managers and other AEPP funded administrators were sent GED Manager accounts with Student Authorized View permissions. This type of account is necessary to conduct student case management within the GED Manager system.
- **Non-AEPP Funded Adult Education Preparation Program Staff** – Administrators of non-AEPP funded preparation programs, which are included in the drop-down list of programs, have also been provided access to GED Manager with Student Authorized View permissions.
- **AHSEP Administrator**-AHSEP Administrators have been given the necessary GED Manager account setup that allows them to approve students to test, once age and readiness requirements have been met.

GED Manager: Dual Roles



The home page for GED Manager log-in will be the default account, which is the first account given. As needed, and where authorized, the user can change roles by clicking on "Default Account" in the upper right-hand corner of the screen.

GED Manager™ Home Manage Student GED Direct Reporting operations@ged.com Default Account Log Out

Home

Welcome to GED Manager GED !

Actions

Last Login Date: 08/03/2022 03:14:35 PM

Password Reset Date: 10/26/2022 12:23:40 PM

Send Password Reset Email

GED Dashboard

GED Ready Practice Tests

Unassigned	Assigned	Used
0	0	0

In-Person GED Tests

Unassigned	Assigned	Used
0	0	0

What's New

GED Direct for Test Vouchers: We are so excited to announce that GED Tests can be purchased from GED Direct. Similar to how GED Manager users can purchase GED Ready's and assign them to their students, GED Direct now allow purchasing In-Person and OnVUE Test Vouchers. [See FAQs for details.](#)

Online Proctored GED Tests

GED Manager: Dual Roles



- Some HSE professionals will receive dual roles within GED Manager and may need to toggle between these roles to manage their students and test takers.
- Some individuals may receive differing permissions within their assigned GED Manager roles. For example, a test center coordinator who oversees both a PBT and CBT site will have one role/account within GED Manager but will receive specific permissions to manage PBT test events.
- Examples of dual GED Manager roles include:
 - A staff member who manages both an AHSEP and Adult Ed HSE prep program
 - A staff member who oversees both an incarcerated and public test center
 - A staff member who oversees both a preparation program and a test center
- NYSED and GEDTS policy prohibits instructional staff from having any role in HSE testing. Instructional staff may be provided Student Authorized View permission only.

GED Prep Connect for Preparation Programs



GED Prep Connect is used for:

- 1) Recruiting new students - All Interested students who are not yet enrolled should be contacted.
- 2) Enrolled students must be accepted in GED Manager for their subtests scores to be credited to the preparation program (ties the program's 5-digit code to the test taker).
- 3) Managing "GED Ready" and reviewing progress in "GED Ready Score Reports"
- 4) Monitoring Student Success with GED exam "Score Reporting*"
- 5) Identifying Graduates

GED Prep Connect: Step 1



GED Manager™ Home Manage Student BETA Purchases Reporting Admin

Home

- Student Search
- Historical Search
- Manage Authorizations
- View Accommodations
- Manage GED® Prep Connect Enrollment**
- IDB Search

Welcome

Actions

Last Login Date: 02/24/2021

Password Reset Date: 04/14/2021 12:00:12 PM

Send Password Reset Email

Manage Student → Manage GEDPrep Connect Enrollment

GED Manager™ Home Manage Student Reporting Admin brian.smith3@pearson.com Log Out

Student Search

Please enter at least three characters or make a selection on a search field below to start your search.

GED® Prep Connect Enrollment Status Date Range: Jurisdiction Program GED® Test Prep Center

Last Name First Name City Phone Number DOB Email GED ID Credential Status

Smith Brian philadelphia

Export (1000 rows max) Rows Per Page 10 25 50

Name	Email	Zip	County	Phone Number	GED® Test Prep Center	GEDWorks	Shared Scores	Enrollment Status	Date	Action
Smith, Brian		19147	Philadelphia		Center for Literacy, Inc.	No		Interested	6/28/18	Edit
Smith, Brian		19147	Philadelphia		Liberty Resources	No		Interested	6/29/18	Edit

- Adult Educators can sort by one student or groups of students and export the results – sorting by date, enrollment status or credential status
- Educators can edit the status of a student from 'Interested' to 'Contacted,' 'Dismissed', 'Enrolled', or 'Credentialed' and write notes about the students



Adult Educators' Home Page

New Students interested in your program



Statistics

Your student news

You have 460926 students interested in your prep center
130477 students are enrolled in your center

Expressed Interest	Enrolled
460926	130477

[Click here to search enrollment information](#)
[Click here to search testing activity](#)

User Guides



Helpful Links

- [GEDPrep Connect](#)
- [Jurisdiction Testing Policies](#)
- ["How to Guides" for Testers](#)
- [Add/Update Adult Ed Center Info](#)
- [Student Study Guides](#)
- [First Look—Explore the New GED.com Website](#)

Helpful Documents

- [Manage Enrollments](#)
- [Manage Student/Student Search](#)
- [Student Test Activity Report](#)
- [Passers Report for Adult Education Programs](#)
- [Printing Score Reports in Bulk](#)
- [Purchasing GED Ready with vouchers](#)
- [How to Apply for Accommodations](#)

Candidate “Enrollment” in Prep Connect

Interested or Enrolled

Preparation Program Staff use GED Manager to update the status of each Student to **Enrolled, Contacted or Dismissed or Credentialed**

Interested candidates who select your preparation program can be found in this part of GED Manager™. All candidates will initially be listed as **Interested**, even if they are already enrolled in your program.




If a candidate indicates they are **Interested**, but are not yet enrolled, the preparation program staff will need to contact the candidate to provide information about the learning opportunities available.

If a candidate is already enrolled, preparation program staff must change that candidate’s status from **Interested** to **Enrolled** (for GED subtest scores to be connected to the preparation program).

Only students who are either over age 19 or who have had their Age Eligibility approved will appear in GED Manager.

Your GED Manager™ Menu



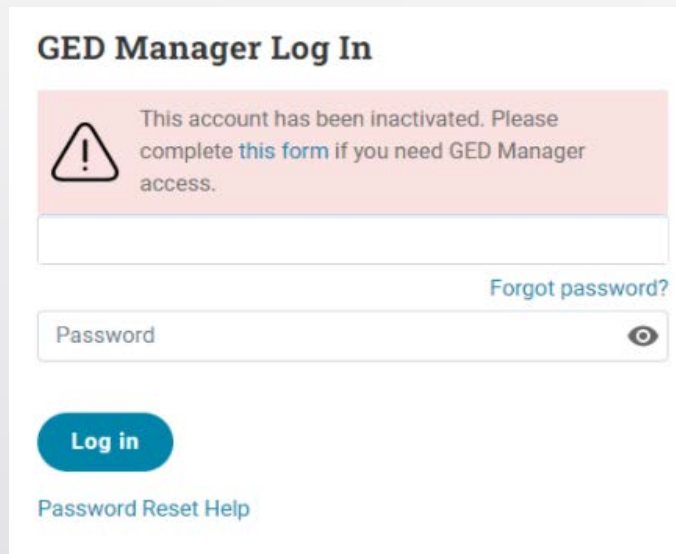
GED Manager™  Home  Manage Student ▾  Reporting ▾

Home


- ★ Student Search – Can look up one student at a time
- ★ Student Test Activity Report – Can download reports of students with specific testing activity, such as GED Ready
- ★ Manage Prep Connect Enrollment –Can find a list of new students interested in your program
- ★ Passers Report – This report only includes students who earn their diploma from 2022 GED testing, not subtest scores combined with grandfathering of prior TASC or GED scores, or who substitute Regent’s credit for passing subtest(s).

Reactivating a Deactivated GED Manager Account


- GED Manager Accounts which are not accessed within 6 months are deactivated.
- You will see the following message if your account was deactivated:



GED Manager Log In

 This account has been inactivated. Please complete [this form](#) if you need GED Manager access.

[Forgot password?](#)

Password 

Log in

[Password Reset Help](#)

- The [GED Manager™ Account Reactivation Form](#) can also be found on the GED website.

NYSED and GED Websites and Email Addresses

NYSEDHSE Office: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>

- Please check HSE Announcements for important information and timely updates.

Test Center and Professional Email: HSETC@nysed.gov

- Please send any questions you have regarding the content of this ppt training to the HSE professional email address. Include the name of your program and NYSED assigned code in the subject line.

Regents-HSE Exam Pathway Email: HSERAPP@nysed.gov

Student and Public Email: HSE@nysed.gov

HSE Call Center: 518-474-5906, Tu – Th, 10 a.m. - 12 p.m.

- Pre-recorded detailed information is available when call center is closed.

GED TESTING SERVICE (GEDTS):

- **Candidates/test takers:** General information about the GED® Test and to create an account and register to test: <https://ged.com>
- **Preparation Programs:** <https://ged.com/new-York-educators/>