



New York State
EDUCATION DEPARTMENT

Knowledge › Skill › Opportunity

2022 Public High School Equivalency Test Administration Reimbursement

Presented by the NYSED High School (HSE) Equivalency Office

December 2021

HSE Test Reimbursement Contract

- As of January 1, 2022, testing will be managed by our contracted vendor GEDTS® (GED Testing Services) website: <https://ged.com>
- However, the High School Equivalency (HSE) test reimbursement will continue through 2022, as per the current contract, including:
 - The annual fiscal allocation for testing reimbursement will remain the same in 2022;
 - Test centers must continue to follow public testing requirements, as outlined in the current contract, however the method for posting available openings will change;
 - Reimbursement amounts will not change, but some processes for reimbursement have been amended for clarity and to align with GEDTS system.

NYSED Requirements

- The DRC, NYSED and test center three-way agreement will no longer be required.
- Rather, an agreement will be required between Pearson VUE and the test center for computer-based testing(CBT) and between GEDTS and the test center for paper-based testing(PBT).
- Pearson VUE is the partner of GEDTS for CBT. Please view the WebEx, *Becoming a Computer Based Test Center* and *Becoming a Paper Based Test Center** for information describing these processes.

*Please note that PBT testing on the GED will be extremely limited, except for incarcerated settings which will continue to fully utilize PBT. Permission to administer PBT will be determined on an individual test center basis by the NYSED HSE Office. Upon request, a questionnaire will be provided to test centers expressing an interest in administering PBT. Please convey interest in PBT by sending an email to hsetc@nysed.gov

What is the same?

- Test centers will continue to be reimbursed at a single examinee rate of \$25 per tester, regardless of the number of subtests completed in a Monthly Reimbursement.
- Previous Reimbursement forms will continue to be used to summarize billing.
 - [HSE/TASC™ Testing Center Reimbursement Form-Downstate](#)
 - [HSE/TASC™ Testing Center Reimbursement Form-Upstate](#)
- Testing must be summarized and totaled on a single [AC92](#), Standard Voucher form, for each month. Additional information can be provided on [AC93](#) Standard Voucher continuation sheet.
- Paper-based testing (PBT) will need no modification from the current submission process, however, as indicated previously, PBT will be very limited with the GED except for incarcerated settings.
- Test centers are encouraged to seat examinees approved for the same or similar accommodations together in small group settings whenever possible; although this may not be under a test centers' control.

Changes

- A new testing roster was developed by the HSE Office and must be completed and accompany Standard Voucher submissions.
- The roster will provide summary/confirmation information for each examinee, and the intended reimbursement.
- “Test Sessions” - as defined under the current reimbursement contract - may be helpful in scheduling but are no longer the only viable approach for scheduling examinees.
- Test centers are encouraged to provide testing via individual appointments, which will align well with the scheduling system used by GEDTS.
- Testers will schedule their own computer-based testing (CBT) based on the dates and times that test centers make available on the Pearson VUE web-based system. This places limitations on the test center's ability to fully control the established “8-day window” for a “Test Session.” Contracted Test Centers will need to consider this limitation when posting test availability in GED® Manager.
- Modified Partial vs. Full Testers; previously “Full” Billing entailed candidates sitting for 3, 4, or 5 subjects. For 2022 “Full” Billing will now entail candidates sitting for 3 or 4 subtests.
- Examinees must wait 60 days between subtests (not tied to a “Test Session”).
- Examinees will be subject to a NO SHOW policy - which requires that they wait 60 days before being permitted to reschedule an unattended subtest - if they do not show up for or cancel in the GED system at least 24 hours ahead of time.

2022 HSE Test Roster: Form to be Completed and Submitted

<i>Upstate HSE Test Reporting Sheet '22</i>						Address any questions to HSETC@NYSED.GOV				
Center Name									Test Center #	
Modified Testing Reimbursement				Standard rate; \$25 per examinee, Full month Roster						
CBT or PBT				Dates of Testing Reimbursement				TO		
Total number of test sessions delivered	RLA	Sci	Soc. St	Math	Administrator					
	0	0	0	0	Email address					
Total number of candidates Tested				0			\$0.00			
#	Examinee(s) (Alphabetic Order by Lname)		GEDTS ID	DOB	Mark 'X' for Subject area(s) administered				Additional Time	
	Last	First	00000000-0000-0000	DD/MM/YYYY	RLA	Sci	Soc. St	Math		
1										
2										

How to Complete the Roster

- Items highlighted in blue at the top of the roster must be completed for review and processing.
- A combined monthly roster should include each standard (\$25 per) examinee.
- Separate and complete rosters will also be necessary for all modified and small group reimbursement.
- Examinees cannot be included for reimbursement purposes more than once a month.
- All completed rosters must be submitted along with the Monthly Standard Voucher submission.

Completing the Monthly Reimbursement Sheet

- There is one Roster form for Upstate and one for Downstate.
- Separate billing amounts are indicated on each form.
- Contracted test centers should ensure that they are using the correct form for billing.
- Submissions should include printed copies of each Roster submitted for reimbursement. The HSE Office will review submissions to ensure appropriate reimbursement.

Completing the Standard Voucher Form

AC92 (Rev. 6/94) State Of New York SEE INSTRUCTIONS BEFORE COMPLETING **STANDARD VOUCHER** Voucher Number

① Originating Agency (limit to 30 spaces)		Orig. Agency Code		Interest Eligible (Y/N)		② P-Contract A	
Payment Date (MM/DD/YY)		OSC Use Only		Liability Date (MM/DD/YY)			
③ Payee ID		Additional	Zip Code	Route	Payee Amount		MIR Date (MM/DD/YY)
④ Payee Name (limit to 30 spaces) B				IRS Code		IRS Amount	
Payee Name (limit to 30 spaces) C				Stat. Type	Statistic	Indicator-Dept.	Indicator-Statewide
Address (limit to 30 spaces)				⑤ Ref/Inv. No. (Limit to 20 spaces)			
Address (limit to 30 spaces)				Ref/Inv. Date (MM/DD/YY)			
City (Limit to 20 spaces)		(Limit to 2 spaces)→	State	Zip Code			
⑥ Purchase Order No. and Date	Description of Material/Service If items are too numerous to be incorporated into the block below, use Form AC 93 and carry total forward.				Quantity	Unit	Price
D	E						F

- A) P-Contract – Enter full contract number
- B&C) Payee name – Enter full Contract Name
- D) Purchase Order No. and Date – Indicate the Month of the Standard Voucher submission
- E) Description of Material/Services – summary of totals from both small group and standard test reimbursement forms
- F) Amount – Total indicated on the Reimbursement template(s)
 - If Reimbursement is required for both Small Group and Standard testing indicate the combined total on the Standard Voucher form where appropriate

Accommodations

- Examinees that receive modified time accommodations can be included in any test session. Examinees with extended time will require additional time for delivery of the exam, but otherwise can be scheduled along with standard-time examinees.
- All examinees, including those who previously applied for and were granted accommodations through DRC, will need to (re)apply for accommodations through GEDTS. GEDTS will work directly with testing centers to schedule accommodations that require additional equipment or an alternate space.
- The process for submitting documents for reimbursement will remain the same, as per the current contract. Any related questions should be addressed to HSETC@NYSED.GOV prior to the submission of a Monthly Standard Voucher.

Small Group Allocations

- The small group test session allocation will continue to be used throughout 2022.
- All contracted test centers will continue to have four small group test sessions which can be utilized anytime during 2022. Individuals listed on a small group test session roster cannot be billed separately at the \$25 rate.
- The rate of \$225 will still be used for small group test sessions. This provision can be utilized for any test events that serve less than 9 examinees.
- Small group test sessions should be scheduled within the same month. If a small group test session must be delivered over two months, billing should only be included for the month when the test session began.
- For questions regarding small group reimbursement please contact HSETC@NYSED.GOV. Be sure to include all necessary information needed to determine appropriate reimbursement, i.e., number of examinees, number of subtests, date, test center number.
- Examinees approved for 1:1 accommodation will be reimbursed as a separate small group session, at the \$225 rate, and does not constitute one of the four allowed small group sessions.

Adjustments to Submitted Standard Vouchers

If a Standard Voucher is submitted with inaccurate or incomplete information the HSE Office will communicate with the test center to ensure accuracy. Any necessary modifications will be shared with the test center after the Standard Voucher has been fully evaluated. If a Standard Voucher needs to be extensively modified the test center may be asked to resubmit for the month under review.

Modifications that the HSE Office may resolve, include:

- An examinee appears on more than one roster in any given month;
- An examinee appears more than three times for reimbursement in the year;
- An incorrect reimbursement category is selected. This primarily occurs when distinguishing modified partial vs. full test events;
- An examinee included in reimbursement materials submitted does not appear in NYSED records

Modifications that the HSE Office cannot resolve:

- Missing original signature on the Standard Voucher (must not be a copy, and blue ink preferred);
- Missing reimbursement forms for test sessions indicated on Standard Voucher.

Best Practices for Reimbursement During Transition to GED

- Computer-based testing allows for simultaneous testing of all examinees, except for examinees with a 1:1 or other small group accommodation.
- Each individual subtest can be taken a maximum of three times per calendar year, as NYSED Regulations permit. However, regardless of the number of subtests taken, examinees can only be included for reimbursement a maximum of three times per year.
- Only subtests delivered will be billable. All subtest delivery will be verified and evaluated with reference to the NYS HSE system and the GED Manager online system.
- HSE Testing Reimbursement must be submitted within 30 days after test administration.
- Please avoid using staples.

Upstate vs. Downstate Reimbursement

- Contracts indicated on this slide are approved to submit for the 'Downstate' rates
- All other contracts must use the 'Upstate' rates.
- Test centers reimbursed for administering the GED should maintain a record of all daily test rosters, reimbursement summary forms, and Standard Vouchers.

DOE C013847	CUNY C013854	CBO C013859
DOE C013848	CUNY C013853	CBO C013860
DOE C013849	CUNY C013855	CBO C013861
DOE C013850	CUNY C013856	LIB C013862
CUNY C013851	CUNY C013857	CBO C013863
CUNY C013852	CUNY C013858	LIB C013864

Contacting the NYSED HSE Office

Test Center Staff: HSETC@nysed.gov

R application (Regents-HSE pathway) status or questions:

HSERAPP@nysed.gov

General Public (students/examinees): HSE@nysed.gov

Phone: (518) 474-5906

The HSE Call Center is available Tuesday, Wednesday, and Thursday 10 am to 12 noon.

Duplicate document requests:

<http://www.acces.nysed.gov/hse/duplicate-diplomas-andor-transcripts>