



(Mandatory for all 16 and 17-year-olds)

Enrollment Application
State-approved Adult Education Programs

Clear Form

Form with fields: APPLICANT NAME (Last, First, Middle/Former): PLEASE PRINT, DATE OF BIRTH, AGE, SOCIAL SECURITY or ID Number, MAILING ADDRESS, PHONE # (include area code), GENDER: MALE FEMALE, ADMISSION CATEGORY (please check one): Parent/Guardian Permission, Marriage, Legal Emancipation, Court Order/Adjudication, Special, NAME & LOCATION OF LAST SCHOOL ATTENDED, DATE LAST ATTENDED, Describe reason for requesting admission to a state-approved adult education program and/or permission to take the GED® Test (attach additional sheet(s), if necessary), APPLICANT'S SIGNATURE, DATE.

Parent/Guardian Permission to Enroll/Take the GED® Test
(Applicable to Admission Category of Parent/Guardian Permission Only)

Signature of parent/guardian must be completed in the presence of a witness.

I certify that I am the parent/legal guardian of the applicant above and I give him/her permission to enroll in a state-approved adult education program and take the GED® Test.

Form with fields: PARENT/GUARDIAN NAME: PLEASE PRINT, SIGNATURE OF PARENT/GUARDIAN, DATE.

I, the witness, affirm that the signature of the parent/guardian has been written in my presence. I agree that the Technical College System of Georgia may contact me in reference to the validity of the parent/guardian signature.

Form with fields: WITNESS NAME: PLEASE PRINT, SIGNATURE OF WITNESS: signature waived for online process, DATE, ADDRESS OF WITNESS, TITLE/POSITION OF WITNESS, PHONE #.

Applicant Name – Last, First (PLEASE PRINT):	Date:
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### Adult Education Program Enrollment Approval

I certify that this applicant is **NOW ENROLLED** in a state-approved adult education program. I certify that I have required proof of identity from the applicant and appropriate documents are attached. I have reviewed the application and find it accurate to the best of my knowledge.

<b>PROGRAM ADMINISTRATOR/DESIGNEE NAME: PLEASE PRINT</b>	
<b>TITLE:</b>	<b>ADULT EDUCATION PROGRAM/SITE:</b>
<b>ADDRESS:</b>	<b>PHONE #:</b>
<b>PROGRAM ADMINISTRATOR/DESIGNEE SIGNATURE:</b>	<b>DATE:</b>

### Recommendation to Take the GED® Test

**In order to receive a recommendation to take the GED® Test, 16 and 17 year olds must:**

1. Attend class(es) for the required minimum number of hours to be post-tested and take at least one post-test.
2. Score at least a 9.0 grade equivalent on the D or A level TABE assessment in Reading, Math, and Language.

(Once steps 1 and 2 are completed, the program is able to administer *GED Ready™* or *Aztec's GED® Practice Tests*.)

<p style="text-align: center;"><b><i>GED Ready™</i></b></p> <ul style="list-style-type: none"> <li>Schedule a time with his/her teacher to create a profile on the <i>MyGED™</i> portal at <a href="http://www.ged.com">www.ged.com</a>.</li> <li>Take the practice test and score at least a 150 on two of the four <i>GED Ready™</i> subtests.</li> </ul>	<p style="text-align: center;"><b><i>Aztec's GED® Practice Tests</i></b></p> <ul style="list-style-type: none"> <li>Schedule a time with his/her teacher to create a login/password for Aztec.</li> <li>Take the practice tests and score 60% or higher on two of the four subtests.</li> </ul>
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3. Agree to maintain enrollment in the adult education program through the successful completion of GED® Testing.

I certify that the applicant listed on page one has met the above requirements.

<b>TEACHER NAME: PLEASE PRINT</b>		<b>ADULT EDUCATION PROGRAM/SITE:</b>
<input type="checkbox"/> <b>Attended a minimum of 40 hours</b>	<input type="checkbox"/> <b>Earned a 9.0 on TABE Reading, Math &amp; Language</b>	<input type="checkbox"/> <b>Met minimum scores on <i>GED Ready™</i> or <i>Aztec's GED® Practice Tests</i></b>
<b>TEACHER SIGNATURE:</b>		<b>DATE:</b>

### Approval to Take the GED® Test

I have reviewed the application and find it accurate to the best of my knowledge. I certify that the applicant has met Georgia GED® Testing eligibility requirements for 16 and 17 year olds in a state-approved adult education program based on the information provided by the applicant and the teacher listed above. The program will complete a *Request for GED Testing Approval* form and submit it, along with a summary report of Aztec GED® Practice Test scores (if applicable), to the Georgia GED® Testing Program (GaGTP) for final approval.

<b>PROGRAM ADMINISTRATOR/DESIGNEE NAME: PLEASE PRINT</b>	
<b>PROGRAM ADMINISTRATOR/DESIGNEE SIGNATURE:</b>	<b>DATE:</b>

In order for Underage Youth (16 and 17-year-olds) to take the GED® Test in Georgia prior to their 18<sup>th</sup> birthday, they must enroll in an approved Adult Education program and complete requirements necessary to be granted approval to take the GED® Test early.

### **Adult Education Program Enrollment Steps**

- 1. Fill out the application form provided by the local adult education program.** Select the appropriate admission category and provide documentation, as needed.
  - a. Parent/Guardian Permission** – parent/guardian must sign the application in front of a witness
  - b. Marriage** – attach a copy of your marriage certificate
  - c. Legal Emancipation** – attach a copy of your emancipation document
  - d. Court Order/Adjudication** – attach documentation from Juvenile Justice, correctional facility, etc.
  - e. Special Program** – attach official enrollment forms from an approved organization, e.g. Job Corps, Youth Challenge

- 2. Validate that you have withdrawn from K-12 education by attaching ONE of these documents. Court Order/Adjudication and Special Program students are exempt from this requirement.**

#### Public and Private School Applicants

- a.** An official withdrawal document from the last school attended by the applicant.
- b.** A letter from the superintendent or designee indicating that you are not currently enrolled or were never enrolled in the local school system.

#### Home School Applicants

- a.** An Underage Enrollment Affidavit for Home School Students (available from the adult education program)

- 3. Provide legal identification with proof of age with your submitted application and supporting documentation.** The program will admit you only if you have submitted all required documents.

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### **GED® Testing Approval Steps**

- 1. Attend class(es) for the required minimum number of hours to be post-tested and take at least one post-test.** This is a minimum requirement. It may take longer for you to prepare for the GED® Test.
- 2. Score at least a 9.0 grade equivalent on the D or A level TABE assessment in Reading, Math, and Language** which is administered by the adult education program. It is possible that you may have to take the TABE more than one time to achieve this level of scores. Once you have completed steps 1 and 2, the program will be able to administer a GED® practice test.
- 3. Schedule a time with your teacher to take a GED Ready™ or Aztec GED® practice test.**
  - **GED Ready™** - With your teacher, create a profile on the *MyGED™* portal at [www.ged.com](http://www.ged.com). Then, take the *GED Ready™* practice test and score at least a 150 on two of the four subtests. A score of 150 demonstrates your ability to pass the GED® Test. The practice test must be administered in the adult education program. *GED Ready™* scores earned outside of the program will not be considered for testing approval.
  - **Aztec's GED® Practice Tests (if available)** – With your teacher, create a login/password. Then, take a GED® Practice Test and score 60% or higher on two of the four subtests. A score of 60% demonstrates your ability to pass the GED® Test. The practice test must be administered in the adult education program. *Aztec GED® Practice Test* scores earned outside of the program will not be considered for testing approval.
- 4. Agree to maintain enrollment in the adult education program** until you have successfully completed your GED® Testing, as outlined by the adult education program you attend.

After successful completion of these requirements, the program will complete a *Request for GED Testing Approval* form and submit it to the Georgia GED® Testing Program (GaGTP) for final approval. You will receive an email from the GED Testing Service® with scheduling instructions, if approved.