
High School Equivalency Testing Process for 16-year-olds

A 16-year-old may only be approved to take the HiSET or GED for one of two reasons:

Admission to Post-Secondary Education/Training or Employer Requirement

To enroll in our program and take the HiSET or GED test, 16-year-olds must:

1. _____ Schedule an appointment with the program director in Kalispell.

Student and a parent/guardian must attend.

_____ Testers must have a valid photo ID that will be used for testing check-in (government-issued)

2. Submit the following documents to Adult Education **prior** to enrollment:

_____ **High School / Homeschool Withdrawal Letter**

-High school letters must be on letterhead, and include legal name and date of birth, last date of attendance, signed by chief education officer (CEO).

-Homeschool template available upon request.

_____ **Age Waiver Form** (green)

-Top section: completed and signed by 16-year-old

-Middle section: completed and signed by same CEO as withdrawal letter

-Bottom section: completed by parent/guardian and notarized

_____ **Written Proof from an Admissions Officer or Employer**

-Documentation stating a high school equivalency credential is a requirement for admission to a program or employment by that employer.

-To be considered official, this letter must be on business letterhead or notarized.

3. _____ Attend an **orientation** session that includes taking the TABE (reading and math assessments).

_____ starting @ 9am, ending around 1:00pm (on average)

4. _____ Enroll in and complete an Adult Education class which **requires**:

- a. ****Regularly attending class** (at least 40 hours of instruction—must include in-person as well as online)

_____ - _____, Monday – Thursday, 9am-12:30pm

- b. ****Completing a TABE posttest** and showing an educational gain

- c. Prove preparedness on official Practice Tests (HiSET and GED specific requirements)

5. Adult Education staff will submit a Signed Instructor Recommendation to the Office of Public Instruction for approval. You will be notified once testing approval is received. Once approved, you will be able to schedule tests. **All 16-year-olds are eligible for the FVCC HSE Scholarship.**

Testing Fees: ****Scholarship Requirements**

HiSET

- \$15 per subject test (\$75)
- schedule and pay online
- 3 tries per subject per year

GED

- \$26 per subject test (\$104)
- schedule and pay online
- 1 retake included in cost

FVCC Testing Center

- \$5.00 per subject test
- Paid to FVCC's Business Office day of testing
- Not included in Scholarship