

GED WAIVER OF FEES PROCESS – STEPS FOR TEST TAKERS

1. There are four subject areas on the *GED Ready Practice Tests* and four subject areas on the actual GED® Tests: Reading, Science, Math, and Social Studies. Each GED waiver is worth \$30 for the actual GED® Tests. You could be eligible to receive four waivers in total (\$120), one for each subject area.
2. To begin the process, go to www.ged.com and create an account. You will need to enter an email address and create a password. (Make a NOTE of your password. If you lose it, do not create another account. Click on “Forgot Password” and enter your email, then GED Testing Service will send you an email to log in again.)
3. During the GED registration steps online, you will reach a web page with “Ready to Test – Location Specific Questions.” This page will explain the possibility of applying for a waiver of testing fees **if** you can prove financial hardship **and if** you can pass the *GED Ready Practice Tests* with a “Likely to Pass” test score of 145 or higher.
4. If you plan to apply for the fee waiver, click on the **Yes** circle. When you do this, your registration will be blocked, so you will not be able to schedule any tests yet.
5. When you check “Yes” you will receive an online “Alert” message from GED Testing Service. It explains that you need to do two things to receive a waiver for each of the four actual GED® Tests: (1) Show documentation of limited income (some examples are given) to a GED Testing Center chief examiner at one of the state’s GED Testing Centers, and (2) Pass the *GED Ready Practice Tests*. The Testing Center will give you a waiver only for the subject area tests where you can score “Likely to Pass” on the *GED Ready Practice Test*.
6. You can register for the *GED Ready Practice Test* through your MYGED account online or at one of the adult education centers that offers practice tests. If you register online, you will need to pay for your own *GED Ready Practice Tests* online. There are no Department of Education waivers for the *GED Ready Practice Tests*.
7. After you pass a *GED Ready Practice Test*, go to a GED Testing Center and complete the “Application for a Waiver of Fees to Take the GED Test.” You will initial the top three statements and answer one out of two options about income to determine if you are eligible for a waiver.
8. To be eligible, you will need to provide documentation of limited income (SNAP card for example), or complete the Family Size/Annual Income grid correctly. You will

need to sign and date the application form for verification. If you are under 18 years old, then your parent or legal guardian must sign for you.

9. If you are eligible to receive a waiver, the test center examiner will unblock your registration and give you a voucher code number. **You** are responsible for this voucher code – it is like a \$30 check, so be careful with it. The test center will not give you a replacement voucher if you lose it.
10. You will need to schedule the actual GED® subject area test online and take the test at any Rhode Island GED Testing Center for the subject area(s) that you passed in the *GED Ready Practice Test*. You will use the \$30 voucher to pay for the actual GED® Test.
11. If there is an emergency and you cannot take the test on the scheduled day and time, you must cancel or reschedule your test at least one full Business Day in advance. You must either go online to your GED account and reschedule, or call the testing center, or call the GED Call Center 1-877-392-6433 (EXAM-GED). If you do not cancel or reschedule in time (one business day in advance), you will be considered a “no show” and lose your voucher.
12. If unfortunately you do not pass one of the GED® Tests, you will need to pay yourself to retake that test. You cannot use a voucher to retake a failed test. However, GED Testing Service currently allows two chances to retake a test for the discounted price of \$10. After two failed retakes, you will need to pay the full price of \$30 for that test. You cannot receive another voucher for the same GED® test.
13. All of your test scores, including *GED Ready Practice Tests* and the GED® Tests, will be accessible on the GED database that both you and the Rhode Island GED Testing Center administrators can view at any time.
14. If you have any questions about this process, please contact the Rhode Island GED Testing Center administrator where you plan to test:

Aquidneck Island Adult Learning Center	401-847-7171
Community College of RI – Lincoln Campus	401-333-7072
Community College of RI – Providence Campus	401-455-6060
Cranston Alternate Education Programs	401-270-8166
Education Exchange (Peace Dale)	401-783-0293
Woonsocket GED Testing Center	401-762-3841

You may also contact the Rhode Island Department of Education at 401-222-8948.