

WYOMING COMMUNITY COLLEGE COMMISSION

2300 Capitol Ave. 5th Floor, Suite B | Cheyenne, WY 82002 | (307) 777-7763

www.communitycolleges.wy.edu

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16 and 17 Year Old: Age Waiver Application for High School Equivalency (HSEC) Testing

Instructions:

Requirements for Credential Testing:

The minimum HSEC testing age in Wyoming is 18 years old. You may not test if you are currently enrolled in school or have received an accredited high school diploma. If you are 16 or 17 you may request an age waiver for testing. To be considered, you will spend a minimum of 12 hours working with an approved Adult Education (AE) center preparing to submit your Age Waiver Application including verification that you are ready to test. During the 12 hours, you will be required to take at least one TABE test, complete required paperwork, and take an official practice test for each section of the High School Equivalency Examination. All applications must be approved by the state office **prior** to testing. Applicants for virtual testing must earn a passing score on all official practice tests in order to receive approval on the age waiver application.

Age Requirement: You are requesting special permission to participate in HSEC testing. Your application will only be considered if you meet at least one of the following criteria:

1. The school district withdrawal verification is signed by the high school principal and/or designated high school counselor stating they are in agreement that the HSEC program is your best option and they describe all other options attempted to keep you enrolled in public education explored with you and your parent or legal guardian,
2. If you are home schooled,
3. If you are court ordered, or
4. If you are entering the United States armed forces. (17 years old only)

The following must be included (if required) for your Age Waiver Application to be complete:

1. If court ordered, a copy of the docket clearly showing the HSEC order and a required date of completion (if so ordered), or
2. For 17-year-old candidates entering the United States armed forces, a letter on the service branch letterhead stating when you are entering the military.

Programs submitting the application must verify that the applicant:

1. has at least one valid TABE score indicating readiness to test
2. has at a minimum, 12 hours of instruction
3. is registered on the LACES database as an AE student
4. has a 'Well Prepared' OPT score entered in LACES

The following **must be submitted as a packet** for the Age Waiver Application to be considered.

- **Demographics.** Must include you and your parent or legal guardian's signature. The application will not be considered and will be returned for failure to provide all required signatures.
- **Pretest Verification.** Submit this form to the local Adult Education center for completion.
- **School District Withdrawal Verification.** Submit this form to the local high school where you live. If home schooled, submit the form to your local school district office or the high school you would attend if enrolled in public school.

No student will be granted an exception from completing an age waiver. If you do not have the required documentation for the Age Waiver Application, you will not be granted an age waiver and will not be allowed to test.

Once a complete Age Waiver Application has been submitted it will be processed by the HSEC program in 2 business days.

Submit Age Waiver Applications to: Wyoming Community College Commission, HSEC Program
2300 Capitol Avenue, 5th Floor, Suite B, Cheyenne, WY 82002

If you have questions about this application, contact the Wyoming Community College Commission at caathleen.reed3@wyo.gov or diane.mcqueen@wyo.gov.

16 and 17-Year-Old Waiver Application

Demographics

PLEASE TYPE OR PRINT IN INK (Candidate Information)

Name: Mr. Ms. _____ Date: _____

Mailing Address: _____ Date of Birth: _____

_____ Social Security #: _____

City, State Zip: _____ Phone Number: _____

Type of Test: CBT PBT Virtual Testing

Test Vendor: GED® HiSET HiSET ID #: _____ (HiSET applications submitted without a HiSET ID # cannot be processed)

Mark the reason for the waiver request.

_____ Home Schooled
_____ Online Academy
OR
_____ School withdrawal:
Required documentation:
Completed school district withdrawal verification

_____ Court Ordered:
Required documentation:
Copy of court order

_____ Armed Forces:
Required documentation:
Letter from Branch of Service
17 Years Old ONLY

Briefly explain the circumstance checked. (Use back of this sheet or additional pages if needed.) _____

X _____
Applicant's Printed Name

X _____
Parent's or Legal Guardian's Printed Name

X _____
Applicant's Signature

X _____
Parent's or Legal Guardian's Signature

Your Adult Education Center will be notified by e-mail of approval or denial. If you have questions about the approval process, please call (307) 777-7775.

FOR WYOMING COMMUNITY COLLEGE COMMISSION ADMINISTRATIVE USE ONLY:

Approved Partially Approved Denied Additional Information Required

Reviewed by: _____ Date: _____

Comments:

Authority: The Privacy Act of 1974, 5 USC 552a, authorizes the collection of this data. **Purpose:** The Wyoming High School Equivalency Certificate (HSEC) Program will use this data to process and track an Age Waiver Application for approving an exception to underage testing. **Routine Uses:** The information will be used by and disclosed to Adult Education and HSEC staff that needs the information for activities related to your education. HSEC staff may share the data with other agencies as necessary for federally reportable education requirements. **Disclosure:** Furnishing this information (including your SSN) is voluntary; however, failure to furnish the data may delay or prevent the approval of your Age Waiver Application or any other lawful education related activity for which it has been requested.

16 and 17 Year Old Age Waiver Application
School District Withdrawal Verification

Submit this form to the local school district office.

Wyoming High School Equivalency Certificate policy states that unless court ordered a HSEC candidate must not be currently enrolled in an accredited school or have received a high school diploma. In order to verify that the candidate is eligible to participate in the HSEC program the following information is needed.

According to policy, the local school district must provide a certification the HSEC candidate has withdrawn from school **OR** was never enrolled. This must be signed by the school district representative.

Candidate's name: _____

This student is currently enrolled in this school district: Yes No If no, date withdrawn: _____

Last Grade Completed: _____ Total high school credits to date: _____ Total required for graduation; _____

Was this student home schooled: Yes No Unknown

Is the candidate incarcerated?: Yes No Where? _____

—
School name, address and phone: _____

Statement regarding High School Equivalency as the best option for candidate:

Verified by: _____

Title: _____

Date: _____

Email: _____

Please return completed form to the local Adult Education Office at:

