



Your ticket to a U.S. High School Equivalency Diploma



Authorized Education Partner (AEP) Approval Guide

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1 What is an Authorized Education Partner?

GED Testing Service's Authorized Education Partners (AEP) program gives approval and recognition to leading education providers offering quality test prep and support to students taking our GED® Test. It is the platform from which we can develop a mutually beneficial relationship, increasing the global availability of effective and innovative GED® course delivery and first. class student support.

WHO IS THIS HANDBOOK FOR?

This guide is for international education providers looking at joining the GED® Authorized Education Partner program.

HOW DO I START PROVIDING GED® TEST PREP?

We don't directly provide test prep for GED® Test, however as an awarding body, we rely on our global network of third party education providers to help our students prepare for their test. Potential education providers don't need to obtain permission to run courses from GEDTS before offering test prep. GED® course delivery may differ from center to center and may include the following:

- It can be face to face, online or through traditional distance learning
- It can be full-time or part-time
- It can be over longer or shorter periods of time.

WHAT IF I AM PROVIDING GED® TEST PREP?

If you're teaching the GED® program, you may be eligible for the Approved Learning Partner program depending on how long you have been teaching. We recognize education providers offering quality prep programs and support to students studying the GED® program.

For further information visit:

www.ged.com

WHAT IS THE AUTHORIZED EDUCATION PARTNER PROGRAM?

Our Authorized Education Partner program is a quality-assurance program with the goal of recognizing excellent education providers who can prove that they meet our performance targets, representing global best practices in the provision of GED® test prep and support. The Authorized Education Partner program is only for existing and potential GED® test prep providers.

WHO CAN BE APPROVED?

Education providers that only provide textbooks and study materials to students are not eligible to be approved under the Authorized Education Partner Program. The Authorized Education Partner program recognizes centers that provide test prep and study support to students.

WHAT ARE THE BENEFITS OF THE AEP PROGRAM?

As an Authorized Education Partner you can take advantage of the following exclusive benefits that will provide you with a competitive edge over non-approved providers:

Test Takers and other partners can see you as GED Testing Service Quality Assured Education Provider

Students will know you have been assessed against GEDTS's highly regarded global best practice benchmarks. They have our assurance that your test prep is of International standards and that you have excellent support frameworks in place.

Brand Valuation Enhancement

By becoming an Authorized Education Partner you not only show students and their parents that you are committed to providing high quality test prep and support, but also enhance your own reputation by association with GEDTS.

1 What is Accreditation?

GED Testing Service will promote your Institution

You will have an entry on our online Authorized Education Partner Directory.

We will further promote your approved status. We strongly recommend test-takers to study with approved institutions/providers, explaining to them the high quality learning experience they can expect from approved providers.

Marketing tools and support

You will receive a certificate and a distinctive logo to use on your advertising.

HOW MUCH WILL IT COST TO BECOME APPROVED

The annual fee is \$250.

Once we approve your application, you will be charged for the approval fee. Annual renewal process for approval is usually in the last quarter from the time you had become a partner. All existing Authorized Education Partners are charged for the following year's annual fee during this time.

Payment should be made in USD to 'GED Testing Service' and sent directly to the Approval Department in Minnesota. Please do not send payment to GEDTS by email as emails are not encrypted and therefore not regarded as a secure method of sending payment details.

WHAT IS THE CRITERIA FOR APPROVAL?

To qualify for approval, you must be able to fully demonstrate that you meet a number of performance targets in areas including student expectations and policy, student experience and continuous improvement.

	Assessment area	Performance target
1	Student expectations and policy	1.1 Terms and conditions 1.2 Complaints 1.3 Promotional material 1.4 Test Prep
2	Student experience and continuous improvement	2.1 Location / Campus 2.2 Financial viability 2.3 Trainers

The full list of performance targets is attached along with the indicators that the New Approvals team must review as part of your application. All target indicators must be reviewed as part of your application.

Important: Please note all supporting materials in relation to an application for Authorized Education Partner are required to be translated into English.

1 What is Accreditation?

PERFORMANCE TARGET	EVIDENCE
<p>1.1 Promotional material</p> <p>Promotional material contains accurate information regarding GED[®] test. In addition, promotional materials should make no unsubstantiated or potentially misleading claims.</p> <p>We will assess the evidence provided to ensure that the information on your website and promotional material is accurate, up to date and contains no unsubstantiated claims, which are potentially misleading for students and leads to student dissatisfaction.</p> <p>In general, we expect any promotional activity from an institution that is seeking to be approved by us to be legal, decent, honest and truthful. In addition your institution will be expected to comply with our Advertising Regulations which will be provided upon approval.</p>	<ul style="list-style-type: none">● What promotional literature/ Brochures/flyers/poster are used pre and post admission.● Your institutions website and social media.
<p>1.2 Program of study</p> <p>Students are provided with guidance on their program of study, including a detailed breakdown of their Test Prep into modules or study sessions.</p> <p>We will assess the evidence provided for all GED[®] test content areas taught by your institution to ensure that students are aware of the topics that will be covered each week and relevant references to study materials. This will allow them to undertake further reading by your institution prior to their lectures taking place.</p>	<ul style="list-style-type: none">● What promotional literature/ Brochures/flyers/poster are used pre and post admission.● Your institutions website and social media.

ASSESSMENT AREA-STUDENT EXPERIENCE AND CONTINUOUS IMPROVEMENT

PERFORMANCE TARGET	EVIDENCE
<p>2.1 Premises</p> <p>Study environment must be appropriate for mode of delivery, prep type and be conducive to study. We expect that there are mitigations in place if your normal teaching arrangements become no longer viable.</p> <p>Face to face We will assess the evidence provided to ensure your institution has secured premises for GED® test-takers. An initial approval site visit during the application process is conducted to ensure that the area is fit for purpose and the study environment is appropriate for mode of delivery, prep type and be conducive to study. The initial approval visit will include a tour, a discussion with your tutors and a meeting with your students.</p> <p>Distance learning/E-learning/Blended learning For those institutions that offer distance learning/e-learning/ blended learning test prep, we expect to review a current lease in respect of the administration base and demonstration of the online learning platform provided to students.</p> <p>The demo should include:</p> <ul style="list-style-type: none">• Access to your institutions online platform (e.g. login details)• Access to view either a pre-recorded lecture or a recording of a live lecture	<ul style="list-style-type: none">● Face to face A copy of lease agreement/proof of ownership or any other evidence confirming arrangements in place to secure the teaching premises● A lease should include:<ul style="list-style-type: none">-Name of institution-Address of premises (same as address on application form)-Start date-End date-Signatures of lessor and lessee.● If your lease has an option of renewal we would require the lease along with confirmation from the owner of the start and end date of the renewal period. <p>Distance learning/E-learning/Blended learning</p> <ul style="list-style-type: none">● A demo of online product and related guidelines should be supplied for review.● A copy of lease agreement/proof of ownership or any other evidence confirming arrangements in place to secure the premises.● Details of registered office.● A lease should include:<ul style="list-style-type: none">-Name of institution-Address of premises (same as address on application form)-Start date-End date-Signatures of lessor and lessee.● If your lease has an option of renewal we would require the lease along with confirmation from the owner of the start and end date of the renewal period.
<p>2.2 Tutors</p> <p>Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach. Tutor performance is monitored and development opportunities provided.</p> <p>We will assess the evidence provided to ensure that your institutions tutors are appropriately qualified and experienced.</p> <p>We would not expect to find that part-qualified tutors are teaching qualifications beyond their own qualification level. Monitoring of tutors would typically include analysis of pass rates of all students within the class.</p>	<ul style="list-style-type: none">● Copies of tutor CVs/summaries of tutor qualifications and experience.● List of tutors and what subject each teaches.

2 How to apply to become an Authorized Education Partner

To become an Authorized Education Partner, you must demonstrate that you meet challenging performance targets, representing global best practices in the field of GED® test prep and support. You must be preparing to start teaching or have commenced teaching GED® course.

HOW DO I APPLY?

In order to make a full application for the AEP program you must complete and submit the following set of documentation:

- Fully completed application packet.
- Evidence in support of each performance target.

Applications received without all of the above documentation will be returned to you for completion.

As well as checking that the above documentation is present, we will review your evidence to ensure that a sufficient level of information has been submitted for each performance target. If an insufficient level of documentation has been submitted, your application will be returned to you with a checklist of targets that must be evidenced before you consider resubmitting an application.

After checking that all appropriate documentation and evidence has been submitted, we will then carry out a detailed assessment of your submitted evidence against the Authorized Education Partner performance targets. We aim to do this in three weeks.

After the assessment, we will determine your eligibility for full approval under the Authorized Education Partner program using their findings from the review of your documentation.

If your application has been successful we will send you an outcome letter, Authorized Education Partner logo and certificate. In addition you will be added to our Authorized Education Partner Directory. This includes all Registered Teaching Partners who are each given a prominent entry within the directory.

Our full performance targets can be found in this document. Please ensure that you have fully read and understood each performance target and detailed the guidance before submitting the above documentation.

2 How to apply to become an Authorized Education Partner

WHAT IS THE PROCESS FOR BECOMING AN AUTHORIZED EDUCATION PARTNER?

STEP 1

Review the Authorized Education Partner Approval Guide.

STEP 2

Complete Authorized Education Partner application form, attach your supporting evidence for the seven performance targets and send to: taweesak.jouchounchom@gedtestingservice.com

STEP 3

We will review your application and confirm the outcome of your application. You and GED Testing Service sign the International GED® Program Partner Agreement

WHO IN GED TESTING SERVICE CAN HELP ME TO MAKE MY APPLICATION?

If you have any queries about the Authorized Education Partner Program or how to make an application you can reach us at: taweesak.jouchounchom@gedtestingservice.com

WHAT WILL I RECEIVE IF MY APPLICATION IS SUCCESSFUL?

Once approved, you'll receive confirmation from us and, if applicable, this will also detail any conditions or recommendations upon which your approval is based. A Certificate declaring your approval will be enclosed with the confirmation letter along with a logo that can be displayed on promotional materials.

HOW LONG DOES IT TAKE FOR GED TESTING SERVICE TO DETERMINE IF AN APPLICATION IS COMPLETE?

ACTIVITY	SERVICE LEVEL AGREEMENTS
Pre-checks	We plan to provide you with an indication as to whether all necessary information has been received within five working days of receipt of application. If this turnaround is not possible we will provide an estimated date of completion upon receipt of the full application.
Full assessments	We will aim to provide you with a full outcome within three weeks of receipt of all necessary documentation. If this turnaround is not possible we will provide an estimated date of completion.

3 Renewals

Annual renewal process for approval is usually in the last quarter from the time you had become a partner. All Authorized Education Partners are required to renew their approval each year, before the expiry of the existing approval. Annual renewal is an administrative process that must be completed before approval for the next period is confirmed.

The annual renewal process requires you to:

- verify all your contact details and the details displayed on the Authorized Education Partner directory and correct if necessary
- complete and return the annual renewal form advising GEDTS of changes and new developments within the institution, with supporting documentation where appropriate
- pay the appropriate annual fee.

You will be advised by email when the annual renewal process commences during the last quarter of a year from when you became a partner.

You will be notified upon successful completion of the renewal process.

If your application is successful, you will be provided with full details of the renewal process.

4 Useful contacts in GEDTS?

FOR QUERIES REGARDING AUTHORIZED EDUCATION PARTNER APPROVAL

Please contact GEDTS

e-mail: Nikhil Laul <Nick.Laul@gedtestingservice.com>

Ben Jouchounchom <taweesak.jouchounchom@gedtestingservice.com>

Brandon Hsieh <brandon.hsieh@gedtestingservice.com>

