

# ARIZONA DEPARTMENT OF CORRECTIONS

## MEMORANDUM

**TO:** DISTRIBUTION

**FROM:** CHARLES L. RYAN, DIRECTOR

**DATE:** April 2, 2014

**SUBJECT:** Director's Instruction 277, High School Equivalency (formerly known as GED) Testing Fee – Revised

This Director's Instruction shall be effective immediately and supersedes Director's Instruction 277, dated November 16, 2011. This Director's Instruction will remain in effect until incorporated into Department Order 910, Inmate Education and Resource Center Services.

### PURPOSE:

High School Equivalency tests (formerly known as GED tests) are developed and normed by the General Educational Development Testing Service of the American Council on Education to measure the major academic skills and knowledge associated with a high school program of study. The purpose of the program is to provide an opportunity for prepared individuals to have their learning evaluated and recognized. Successful completion of the test can provide opportunities for employment, higher education, and achievement of personal goals. It is an important accomplishment during a period of incarceration.

### PROCEDURE:

- 1.0 **Beginning January 1, 2014, a four dollar (\$4.00) per subject module fee is required of each candidate at least seven working days prior to the testing session. This is in addition to the existing one-time testing fee of thirty dollars (\$30.00).**
  - 1.1 The Inmate Request for Withdrawal, Form 905-1, must be completed, signed, and submitted to Inmate Trust Accounts prior to testing. This includes inmates housed in Minors Units.
  - 1.2 Upon receipt of the Inmate Request for Withdrawal form, Inmate Trust Accounts shall collect money from the inmate's account. Lack of funds to pay for the test shall not prevent an inmate from taking the test.
  - 1.3 An inmate who does not have sufficient funds to pay for the testing at the time the funds are requested shall have a hold placed on his/her account in accordance with Department Order 905, Inmate Trust Account/Money System, until such time as the inmate has satisfied the obligation.
  - 1.4 Funds collected shall be deposited in the appropriate account and tracked, accounted for, and distributed appropriately with a disbursement issued to the Arizona Department of Education upon receipt of an invoice.
- 2.0 Criminal Aliens may not take High School Equivalency tests while incarcerated unless they are legal permanent residents.

{Original Signature on File}