

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO: DISTRIBUTION**

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

**DATE:** December 17, 2014

**SUBJECT:** Director's Instruction 277, High School Equivalency Testing Fee - REVISED

This Director's Instruction is effective January 20, 2015 and supersedes Director's Instruction 277, dated April 2, 2014. 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 (i.e., 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, 2015 a High School Equivalency testing fee of \$25.00 for each subject module is required of each participating inmate at least seven workdays prior to the initial testing session. The test is comprised of four (4) subject modules totaling \$100.00.**
  - 1.1 **If an inmate fails a subject module, there will be a \$5.00 fee to retest that module. The inmate will only need to pay the retesting fee(s) for the subject module(s) in which he/she has failed.**
- 2.0 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 Minor Units.
  - 2.1 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.
  - 2.2 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 a time as the inmate has satisfied the obligation.

- 2.3 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.
  
- 3.0 Criminal aliens may not take High School Equivalency tests while incarcerated unless they are legal permanent residents.

{Original Signature on File}