# GED Testing Pathway

**Note:** Once you have determined that the customer is ready to take their GED and have chosen an appropriate provider, the following steps will need to be completed.

**Step 1:** Determine eligibility for WIA & TANF Non-FEP
  ➢ Complete eligibility screen and enroll
    ➢ If customer is a FEP eligible customer, eligibility screen does not need to be complete.

**Step 2:** Complete a 360 referral in UWORKS,
  ➢ In the section entitled, "Reason for Referral," employment counselor should indicate that the customer is being referred for GED Testing.
  ➢ In "comments" section, include employment counselor's fax number along with any necessary comments.
  ➢ In the section entitled "Attachments," check the release of information box.
  ➢ Give customer copy for themselves and the school.

**Step 3:** Complete a 115, Release/Disclosure of Information Form
  ➢ Check the "Other" box, and indicate name of the school.
  ➢ Give the customer 2 copies, one for themselves and one for the school.

**Step 4:** Register student for GED Test at [www.ged123.org](http://www.ged123.org)
  ➢ Print screen that indicates student pin #, keep copy for your records and give one copy to the student to take to the school.
  **Note:** 5 days after the student completes the GED test, you can go on to the GED website, and get the students score (you will need the pin #).

**Step 5:** Complete Payment in UWORKS
  ➢ Obligate and authorize school costs for testing.
  ➢ Educate the customer on the on the payment process using their Employment and Training MasterCard®.

**Step 6:** Instruct student to bring copies of the 360 and 115 to school, and bring back verification of their testing.