

### LOCATION FOR REGISTRATION

**YOU MUST REGISTER IN PERSON** at:

Michigan Works! Workforce Service Center  
14330 Northland Drive  
Big Rapids, MI 49307  
(231) 660-0266 or 800 398-7992  
Please call for appointment

#### **At the time of Registration you will:**

1. Complete a GED Registration form
2. Complete a Demographics form if you have not already done so
3. Present photo ID and Social Security card
4. Pay test fee (non-refundable and non-transferable)
5. If 16 and less than 18 years of age, present required proof of withdrawal date and/or waiver form

### TEST FEE

\$125 for all 5 tests or \$35 for each individual test.

**RETEST FEE** \$35 per test.

### TEST FEES MUST BE PAID FOR AT THE TIME OF REGISTRATION.

You can pay by cash, money order or company check – **NO personal checks.** Michigan Works! West Central reserves the right to change the testing fees when deemed necessary.

### REFUND POLICY

**All test fees are non-refundable and non-transferable.**

### LOCATION FOR GED TESTING

Michigan Works! Workforce Service Center  
14330 Northland Drive  
Big Rapids, MI 49307  
OR  
Michigan Works! Workforce Service Center  
240 E. Church Avenue  
Reed City, MI 49677  
For information call: (231) 660-0266 or  
800 398-7992

### TEST SCHEDULE

Reed City (Wednesdays) Big Rapids (Thursdays)  
12:30pm-4:30pm 3:30 p.m.-8:00 p.m.  
▶ Math (90 Min)  
▶ Writing (120 Min)  
▶ Science (80 Min)  
▶ Social Studies (70 Min)  
▶ Reading (65 Min)

All 5 tests cannot be taken in one night.

**Note: Occasionally testing may be scheduled at different hours, determined by need.**

### REQUIREMENTS

Individuals must be 18 years of age and

1. Not currently enrolled in an accredited high school
2. Have not graduated from an accredited high school
3. Have not received or qualified for a high school equivalency credential

**Individuals at least 16 and less than 18 years of age, in addition to list above.**

4. Have been out of a regular school program for one Calendar Year or waiver form
5. Proof of official withdrawal date from school

### ID REQUIREMENT

A valid government issued **photo ID** (i.e. Driver's License) and **Social Security** card must be presented at time of registration. You must present a **photo ID** on each test day.

### SPECIAL ACCOMMODATIONS

Special accommodations, or changes in standard GED test administration for those with documented disabilities, will be provided to all candidates when documentation by a qualified professional clearly defines the disability, the resulting functional limitations explains why those limitations necessitate reasonable accommodations when the candidate takes the GED Tests.

When warranted by the documentation, one or more of the following accommodations may be provided:

- Extended time
- Audiocassette
- Braille
- Large print with extended time
- Private room
- Supervised frequent breaks
- Interpreter
- Scribe
- Other

Please call Michigan Works! West Central at (231) 660-0266 for information. We recommend that you contact us at least 1 to 2 months before the date on which you wish to test.

### Test Session Dates

Month	Dates	Days	Time	Registration Deadline
November	2 <sup>nd</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday October 28
November	17 <sup>th</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday November 11
December	7 <sup>th</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday December 2
December	22 <sup>nd</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday December 16
January	4 <sup>th</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday December 30
January	19 <sup>th</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday January 13
February	1 <sup>st</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday January 27
February	16 <sup>th</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday February 10
March	7 <sup>th</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday March 2
March	22 <sup>nd</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday March 16
April	4 <sup>th</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday March 30
April	19 <sup>th</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday April 13
May	2 <sup>nd</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday April 27
May	17 <sup>th</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday May 11
June	6 <sup>th</sup> (Reed City)	Wed	12:30 pm-4:30 pm	Friday June 1
June	21 <sup>st</sup> (Big Rapids)	Thurs	3:30 pm-8:00 pm	Friday June 15

**Michigan Works! reserves the right to cancel and reschedule a test session due to low enrollment or when deemed necessary.**

Testing room opens at 12:30 p.m. (Reed City) or 3:30 p.m. (Big Rapids)

- ▶ You **must** be on time.
- ▶ Late arrivals will not be allowed to test.
- ▶ A valid government issued photo ID is required to test. If, for any reason, you cannot attend your scheduled test session and need to re-schedule, you **must** call (231) 660-0266 prior to and no later than 12:00 p.m. (noon) one day prior to your test date. You are only permitted to reschedule **one** time.

Your registration and test fee will expire if you do not call within the allowed time. You **must then register and repay the test fee.**

### TEST SCORE REQUIREMENTS

Candidates must meet **all** three (3) of the following minimum test score requirements:

- ▶ Total Score of 2250 **and**
- ▶ Standard Score Average of 450 **and**
- ▶ Standard Score of 410 on each test

### TEST RESULTS

Candidates will receive their test results, via U.S. Postal Service approximately two (2) weeks after testing. Test results and candidate information **will not** be released over the telephone or via e-mail.

### RETEST DURING CALENDAR YEAR

GED Testing Service permits GED candidates to test up to three times during the Calendar Year (January 1 through December 31). Persons who do not pass the test on the first try will be notified and can retest two other times during the Calendar Year. Only the highest passing score will be recorded.

### GED PREPARATION

There is no additional charge for GED Prep through Michigan Works! West Central. It is included in the cost of the tests. **Contact Michigan Works! Workforce Service Center (231) 660-0266 or 800 398-7992** for details and registration. The fees must be paid for at the time of registration and are non-refundable and non-transferable in order to sign up for GED Prep.

## DID YOU KNOW?

That in 2010 the hourly median\* wage for a person with less than a high school diploma or GED was **\$11.10**;

Then it jumps to **\$15.65** for a person with a high school diploma or GED;

Then it jumps to **\$17.80** for a person with some college;

Then it jumps to **\$25.95** for a person with a Bachelor's Degree or higher?

## Education pays – literally!

\* Equal number on either side of the midpoint

Source: Bureau of Labor Statistics, Current Population Survey

Michigan Works! Workforce Service Centers are funded by state and federal tax dollars. They are supported by Michigan Works! Agencies and governed by local Workforce Development Boards and Local Elected Officials. Michigan Works! West Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center: 1-800-649-3777 (Voice and TTY). Others can gain access to any of Michigan's other 100 Michigan Works! Workforce Service Centers by calling 800 285.WORKS (9675) from their residence. Auxiliary aids and services are available upon request to individuals with disabilities.

Revised 10/11



(2011-2012)

### REGISTRATION SITE

Michigan Works! Workforce Service Center  
14330 Northland Drive  
Big Rapids, MI 49307  
(231) 660-0266

### TESTING SITES

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240 E. Church Avenue  
Reed City, MI 49677  
OR  
Michigan Works! Workforce Service Center  
11430 Northland Drive  
Big Rapids, MI 49307