



Overview

Per Colorado Revised Statutes 22-33-102 (8.5), the department of education approves testing centers to administer any state board approved high school equivalency examination (HSEE), based on geographic need and testing volume.

Prior to administration of any high school equivalency examination(s), testing centers must first be approved by the Department, and must also meet the requirements of the test publisher for any high school equivalency examination(s) the testing center selects.

- The Department approves and determines need for a new testing site, based on geographic location and testing volume in the region. **The following application must be completed for consideration of Department approval.**
- The individual test publishers determine the ability of a testing center to meet all requirements to administer the selected high school equivalency examination(s). Requirements vary by test publisher.

Determining Need for Testing Center

In determining need, a new testing center seeking to be approved should take the following into consideration:

- Centers must meet all requirements of the selected test publisher(s).
- Centers must be open to the public and serve a geographic area, not a particular school or program.
- A new center should not reduce testing significantly at a previously established center. If a center seeking to be approved is in close proximity to an established center, both centers should work together to establish testing schedules that complement, **not compete with**, one another.
- The distance that testers must travel should be considered, as should the population of urban areas. A map of currently approved testing centers can be found [here](#).
- Centers should seek the advice of adult education programs, community based organizations, and other testing centers in the area concerning the need for testing.
- Supportive documentation from other testing centers in proximity, adult education programs, and/or community based organizations, verifying need for testing will be taken into consideration.

Please complete the following information:

Name of Requesting Agency:			
Street Address:			
City:	County:	State:	Zip:
Agency URL:			
Primary Test Administrator Name:			
Phone:		Email:	

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Please indicate which Colorado State Board of Education-approved high school equivalency examination(s) you are interested in administering at your testing center:

GED

HiSET

Please provide a brief description of your organization & why you wish to administer the high school equivalency examination(s).

Please outline and document the need for a high school equivalency examination testing center at your location, based on geographic location and testing volume in the region (see considerations on first page).

Please return this completed application and any supporting documentation to:
Alena Barczak, Program & HSE Support
barczak_a@cde.state.co.us