Please verify in a cover letter that you:

1. have opened in accordance with State regulations;

2. have submitted all required information and forms/letters as needed for your HiSET® and/or GED® contract;

3. have followed all required procedures and requirements for administering the HiSET® and/or GED® tests as set by PSI and/or the GED Testing Service, and the Department of Elementary and Secondary Education’s High School Equivalency Office; and

4. have met and maintained all staffing requirements from PSI and/or the GED Testing Service, and the Massachusetts Department of Elementary and Secondary Education’s High School Equivalency Office.

5. if using funds for staff, program must submit a job description for the funded position.

6. agree to send at least one representative to two Chief Examiner’s meetings during the fiscal year;

7. ISA Budget / (only for entities who require ISAs)