

High School Equivalency Testing Process for 16-year-olds

A 16-year-old student may only be approved to take the HiSET for one of two reasons:

**Admission to Post-Secondary Education / Training
Or
Employer Requirement**

To enroll in our program and take the HiSET test, 16-year-olds must:

1. ____ Schedule an appointment with the program director in Kalispell or AE instructor at LCC
A parent/legal guardian must attend along with the student.
2. ____ Submit official, **written proof from an admissions officer or employer** stating a high school equivalency credential is a requirement for admission to a program or employment by that employer. To be considered official this letter must be on letterhead and/or notarized.
3. Submit:
____ **high school / homeschool withdrawal letter**
[original, letterhead, legal name and date of birth, last date of attendance, signed by a chief education officer]
[homeschool template available upon request: must be notarized]
____ completed, notarized **Age Waiver Form** (green form)
____ valid photo ID that will be used for HiSET testing check-in (government-issued ID)
4. ____ Attend an **orientation** session that includes taking the TABE.
_____ starting @ 9am, ending around 2:30pm (on average)
5. ____ Enroll in and complete an Adult Education class which **requires:**
 - a. Regularly attending class (at least 40 hours of in-person instruction)
_____ - _____, Monday – Thursday, 9am-12pm
 - b. Completing a TABE posttest
 - c. Scoring at least “Prepared” on 2 official HiSET Practice Tests per subject (10 tests total)
6. Adult Education staff will submit a Signed Instructor Recommendation to Helena for approval.
7. You will be notified by phone once testing approval is received from Helena. Once approval is received you will be able to go to the HiSET website to schedule tests. www.hiset.org
8. You will use the account you created at program entry to schedule testing.
 - a. Please keep track of your username, password and HiSET ID#
 - b. ****All 16-year-olds are eligible for the FVCC HiSET Scholarship****
- Testing Fees:
 - \$10.75 per subject test (5 tests = \$53.75) to be paid with a credit card online [hiset.org]
 - \$5.00 per subtest testing center fee to be paid to FVCC’s Business Office (all forms of payment accepted)