

Idaho Department of Education High School Equivalency Certificate

To be eligible for your High School Equivalency you must have passed the complete GED battery of tests. If you completed the GED prior to 2014, you must also provide proof that you completed the American Government requirement. If you need further information about taking the GED or the American Government requirement, please visit our website at cte.idaho.gov/students/GED/

Instructions

Please gather the following documents and mail them to the address listed below:

1. **Application:** Fill out the attached High School Equivalency application form.
 - a. Fill the form out completely. We cannot process incomplete forms.
 - b. Make sure the form has been notarized. We cannot process your request otherwise.
2. **American Government:** If you completed your GED prior to 2014, you must provide proof that you completed your American Government requirement. This can be done in one of two ways:
 - a. If you passed an American Government course in high school or college, you can provide a copy of your transcript showing that you passed the class.
 - b. If you took and passed the American Government test for Idaho, please provide a copy of your test results (which can be obtained from the testing center)
3. **GED Transcript:** If you completed your GED at a testing center outside of Idaho, or through the military (DANTES) you will need to provide a copy of your GED transcript. If you completed your GED in Idaho, you do not need to provide a copy of your GED transcript. We will contact you if we are unable to locate your Idaho GED records.
4. **Processing Fee:** Include a check or money order for \$10 made out to "Idaho Career & Technical Education." When payment is made by check, allow three weeks for processing. Money orders will allow processing within a week. (Processing turnaround is from the time the request arrives at our Boise, ID office).

Upon receipt of the above-noted information, the certificate will be mailed directly to the applicant's **mailing address** as shown on section 4 of the application form.

Send completed and signed application, documentation and appropriate fee to:

Idaho Career & Technical Education
Attn: GED
PO Box 83720
Boise, ID 83720-0095

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Questions or additional copies of this form, please contact our office at (208) 334-3216.

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APPLICATION

Please read instructions before completing. Please include all required documents and payments with this form.
Return form to our office at: Idaho Career & Technical Education, Attn: GED, P.O. Box 83720, Boise, ID 83720-0095

1. Legal Name
(to Appear on Certificate) _____
Last First Initial

2. Name you tested under
(to locate your GED records) _____
Last First Initial

3. Sex & Date of Birth

Sex: M/F Birth Month Day Year

7. GED Testing Center
& Test Completion Date

Name of Test Center Approximate Year Tested

4. Mailing Address
(where we will send certificate) _____
Street Address

City State Zip

5. Permanent Address
(if different than above, may
help us locate your records) _____
Street Address

City State Zip

6. Phone Number
(where we can contact you) _____
Include Area Code. Format as (xxx) xxx-xxx

This application must be signed in the presence of a Notary Public or the Application will be invalid.

NOTE: ANY FALSE STATEMENTS MADE IN THIS APPLICATION MAY CONSTITUTE SUFFICIENT
GROUNDS FOR NON-ISSUANCE OF CERTIFICATE.

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20_____.

S Signature of Applicant _____

E Signature of Notary Public _____

A

L My Commission Expires _____

For State Office Use Only

Application Rec'd Date: _____

Receipt # and Amount: _____

Military Waiver: _____