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**Rules of**  
**Department of Elementary and**  
**Secondary Education**  
**Division 60—Vocational and Adult Education**  
**Chapter 100—Adult Education**

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**Title 5—DEPARTMENT OF  
ELEMENTARY AND  
SECONDARY EDUCATION  
Division 60—Vocational and  
Adult Education  
Chapter 100—Adult Education**

**5 CSR 60-100.010 Missouri State Plan for  
Adult Education**

*PURPOSE:* This rule incorporates the annual program plan for adult education, which serves as an agreement between state and federal governments regarding the conduct and administration of the program in Missouri.

*Editor's Note:* The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.

The Missouri State Board of Education is responsible for administering and supervising the adult education program at the state level. Funds will be distributed to local education agencies, public or private nonprofit agencies, community-based organizations, correctional education agencies, postsecondary educational institutions and other institutions that have the ability to provide comprehensive literacy services to adults and families for the purpose of providing instruction in adult education, which is designed to teach persons out of school who are sixteen (16) years of age or older to read, write and speak in English, and to complete and solve problems at levels of proficiency necessary to function on the job and in society and to achieve one's goal and to develop one's knowledge and potential. The program priorities and objectives are—to establish adult education as an integral part of the public schools in Missouri, to provide each adult who desires or needs a high school diploma or its equivalent the opportunity to achieve this goal, to provide professional development for adult education staff members through state, regional and national sponsored training programs, and review project applications to assure their compliance with federal and state guidelines.

*AUTHORITY:* section 178.430, RSMo 1986.\* Original rule filed Oct. 15, 1975, effective Oct. 26, 1975. Amended: Filed Oct. 8, 1976,

effective Nov. 15, 1976. Amended: Filed Aug. 16, 1977, effective Sept. 12, 1977. Amended: Filed July 7, 1978, effective Aug. 14, 1978. Amended: Filed July 28, 1980, effective Sept. 15, 1980. Amended: Filed Aug. 13, 1982, effective Sept. 13, 1982. Amended: Filed May 27, 1986, effective June 30, 1986. Amended: Filed Jan. 27, 1993, effective June 7, 1993. Amended: Filed Aug. 26, 1993, effective Dec. 9, 1993.

\*Original authority 1963.

**5 CSR 60-100.020 Administration of High  
School Equivalence Program**

*PURPOSE:* The State Department of Elementary and Secondary Education determines applicant eligibility, arranges for testing, establishes minimum standard score requirements, issues certificates, approves reexamination and cooperates with the Defense Activity for Nontraditional Education Support (DANTES) and United States Armed Forces Institute (USAFI) testing programs.

(1) To be eligible to take the General Educational Development (GED) tests and earn a Missouri High School Equivalency Certificate, a person cannot be enrolled in elementary or secondary school, must be a resident of Missouri (with a Missouri mailing address), and meet one (1) of the following requirements:

(A) Be eighteen (18) years of age or older;  
(B) Be seventeen (17) years of age and out of school at least six (6) months from the last day of school attendance; or

(C) Be sixteen (16) or seventeen (17) years of age, withdrawn from school and—

1. Have the written permission of the superintendent or principal of school last attended; or

2. Be incarcerated or have the written permission of the juvenile judge if under the court's jurisdiction.

(2) Arrangements for Taking the GED Tests.

(A) Servicemen who are residents of Missouri or who are stationed in Missouri in active military service will be allowed to take the GED tests upon the payment of the regular fee established by the Missouri State Board of Education.

(B) The GED tests are administered under the direction of the State Department of Elementary and Secondary Education at centers approved and designated by the State Department of Elementary and Secondary Education.

(C) Application forms may be secured by writing to Director, Adult Education, State Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102. The completed form is to be returned for approval. Only approved applicants may take the examination. Positive identification in the form of a current Missouri driver's license, Missouri non-driver ID, or United States Passport must be presented by the examinee before being allowed to take the GED test. The local testing center is responsible for positive identification of examinees.

(D) A fee must accompany each application. The remittance by cash, postal money order or cashier's check must be made payable to the Treasurer, State of Missouri. The fee is not refundable and nontransferable. Personal checks are not accepted. The fee for processing applications and issuance of a certificate when achieved will be eighteen dollars (\$18). An additional application and fee of eighteen dollars (\$18) will be required each time an individual retakes any part of the test. Processing of an application and issuance of a certificate to an individual who took the test through the United States Armed Forces Institute/Defense Activity for Nontraditional Education Support will be eighteen dollars (\$18). In addition to the fee paid to the Treasurer, State of Missouri, an examinee will pay the local testing center a fee set by the local testing center not to exceed nine dollars (\$9) each time the tests are taken. A fee of two dollars (\$2), payable to the Treasurer, State of Missouri, also will be charged for each transcript issued other than the original. Replacement certificates may be purchased for a fee of fifteen dollars (\$15), payable to Treasurer, State of Missouri.

(3) Local testing centers will assign testing dates to applicants who have been authorized by the Department of Elementary and Secondary Education to take the test or to retake all or part of the test. The following areas are covered by the tests: Correctness and Effectiveness of Expression, Interpretation of Reading Materials in the Social Studies, Interpretation of Reading Materials in the Natural Sciences, Interpretation of Literary Materials and General Mathematical Ability.

(4) Effective May 1, 1992, a total minimum standard score of two hundred twenty-five (225) or above on the five (5) tests of GED, with no score below forty (40), is required to qualify for a Missouri Certificate of High School Equivalence. Certificates issued prior to May 1, 1992, required a total standard score of two hundred twenty-five (225) or

above on the five (5) tests, with no score below thirty-five (35). Certificates issued prior to September 9, 1968, required a total standard score of two hundred forty (240) or above on the five (5) tests, with not more than one (1) score below forty-three (43).

(5) Certificates of High School Equivalence are issued only by the State Department of Elementary and Secondary Education. Public high schools are not permitted to issue these certificates nor are they permitted to issue a diploma on the basis of the GED tests as these tests do not satisfy legal requirements for a high school diploma in Missouri.

(6) Reexamination.

(A) An applicant who fails to qualify for the certificate on the first testing may be approved for additional attempts, but only if a minimum of two (2) months have elapsed since the previous attempt. Application and fee are required each time tests are taken.

(B) If the scores on the reexamination do not meet the minimum certificate requirements, the highest scores above forty (40) received on all tests taken within the last two (2) years will be compared with the most recent scores. The highest score obtained for each of the five (5) tests will be used as a basis for determining the eligibility for the certificate.

(C) An applicant who has been reauthorized more than twice and fails to take the tests or who fails to take the test within two (2) years after approval must submit a new application and fee.

(7) GED Tests Given by the Defense Activity for Nontraditional Education Support (DANTES) or United States Armed Forces Institute (USAFI) are recognized by Missouri. A completed application form, fee and an official transcript to GED scores must be submitted to Director, Adult Education, State Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102. A Missouri Certificate of High School Equivalency will be issued if the standard scores meet the minimum score requirements established by the State Board of Education.

*AUTHORITY: section 161.092, RSMo 1994.\* Original rule filed Oct. 10, 1969, effective Oct. 20, 1969. Amended: Filed Oct. 14, 1976, effective Feb. 1, 1977. Amended: Filed Feb. 13, 1978, effective May 15, 1978. Amended: Filed June 28, 1985, effective Oct. 14, 1985. Amended: Filed Sept. 25, 1987, effective Jan. 29, 1988. Amended: Filed Jan. 28, 1992, effective Sept. 6, 1992. Amended: Filed Oct. 31, 1996, effective June 30, 1997.*

*Amended: Filed March 24, 1998, effective Oct. 30, 1998.*

*\*Original authority 1963, amended 1973.*

**Op. Atty. Gen No. 415, King Jr. (12-29-64).** *As regards the University of Missouri and its branches, Lincoln University and the five state colleges, that: 1. Under the constitution and statutes of Missouri a graduate of an accredited high school does not have an absolute right to be admitted; 2. The governing boards of these institutions have the authority to set by rules admissions requirements which are reasonable and not arbitrary; and 3. The provisions of neither Article IX, section 1(a), Missouri Constitution of 1945, nor section 160.090(2), RSMo (1959), prevent the governing boards of these institutions from adopting reasonable and nonarbitrary admission requirements.*



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 ADULT BASIC EDUCATION — HIGH SCHOOL EQUIVALENCE  
**APPLICATION FOR MISSOURI CERTIFICATION  
 OF HIGH SCHOOL EQUIVALENCE**

P.O. BOX 480  
 JEFFERSON CITY, MISSOURI 65102  
 TELEPHONE: (314) 751-3504

**DIRECTIONS**  
 1. Mail completed application, with fee of \$11.00 to Director of Adult Education at the above address.  
 2. Make money order or cashier's check payable to Treasurer, State of Missouri. PERSONAL CHECKS NOT ACCEPTED.

**PLEASE PRINT IN INK OR USE TYPEWRITER**

SOCIAL SECURITY NUMBER		DATE OF APPLICATION			
NAME (LAST) (FIRST) (MIDDLE)		MAIDEN NAME, IF MARRIED			
MAILING ADDRESS (CITY) (STATE) (ZIP CODE)		DATE OF BIRTH	MO.	DAY	YR. AGE
HOME ADDRESS IF DIFFERENT (CITY) (STATE) (ZIP CODE)		1. <input type="checkbox"/> SINGLE 2. <input type="checkbox"/> MARRIED			
TELEPHONE NUMBER (HOME) (WORK)		1. <input type="checkbox"/> MALE 2. <input type="checkbox"/> FEMALE			
		ARE YOU A RESIDENT OF MISSOURI? <input type="checkbox"/> NO <input type="checkbox"/> YES			
		ABE SITE NUMBER			

NAME AND LOCATION OF LAST ELEMENTARY OR HIGH SCHOOL ATTENDED \_\_\_\_\_

DATE OF WITHDRAWAL FROM SCHOOL \_\_\_\_\_ (MONTH) (DAY) (YEAR)

CIRCLE HIGHEST GRADE OF SCHOOL COMPLETED 4, 5, 6, 7, 8, 9, 10, 11, 12  
**SCHOOL PERMISSION**

APPLICANTS 16 YEARS OF AGE, OR APPLICANTS 17 YEARS OF AGE WHO HAVE NOT BEEN OUT OF SCHOOL AT LEAST SIX MONTHS, MUST HAVE WRITTEN PERMISSION OF AN AUTHORIZED SCHOOL OFFICIAL (HEAD PRINCIPAL OR SUPERINTENDENT) ON SCHOOL STATIONARY AND SUBMITTED WITH THE APPLICATION.

DID YOU ATTEND ADULT BASIC EDUCATION (ABE) CLASSES?  
 YES  NO

HAVE YOU EVER APPLIED TO TAKE THE GED TEST IN MISSOURI?  
 YES  NO

HAVE YOU EVER TAKEN THE GED TESTS AT AN OFFICIAL MISSOURI TESTING CENTER?  
 YES  NO IF YES, WHEN? \_\_\_\_\_ WHERE? \_\_\_\_\_

ARE YOU APPLYING FOR THE MISSOURI GED BASED ON SCORES RECEIVED WHILE IN THE ARMED FORCES?  
 YES  NO IF SO, AN OFFICIAL TRANSCRIPT MUST BE PROVIDED FROM USAFI OR THE AMERICAN COUNCIL ON EDUCATION AND MUST MEET MISSOURI STANDARDS.

WHEN YOU ARE SENT AUTHORIZATION BY THIS DEPARTMENT TO TAKE THE TEST, YOU WILL ALSO RECEIVE A LIST OF THE OFFICIAL GED TESTING CENTERS IN MISSOURI. YOU SHOULD THEN CONTACT THE TESTING CENTER OF YOUR CHOICE BY PHONE TO MAKE AN APPOINTMENT TO TAKE THE TEST. **ONLY APPROVED APPLICANTS MAY TAKE THE EXAMINATION.**

REQUIRED FEE OF \$11.00 IS FOR PROCESSING APPLICATION AND IS **NOT REFUNDABLE**. MAKE REMITTANCE BY MONEY ORDER OR CASHIER'S CHECK PAYABLE TO **TREASURER, STATE OF MISSOURI**. PERSONAL CHECKS NOT ACCEPTED. ADDITIONAL FEE (MONEY ORDER OR CASHIER'S CHECK) IS TO BE PAID TO TESTING CENTER AT TIME OF TESTING. CHECK WITH TESTING CENTER REGARDING THIS INFORMATION. **PERSONAL CHECK NOT ACCEPTED.**

REPORT OF RESULTS WILL BE MAILED TO EACH EXAMINEE. ADDITIONAL TRANSCRIPTS ARE AVAILABLE UPON WRITTEN REQUEST AND PAYMENT OF \$2.00 FEE, AFTER THE TEST IS TAKEN AND THE RESULTS RECEIVED BY THE APPLICANT. **DUPLICATE CERTIFICATES ARE NOT ISSUED.** THE APPLICATION IS VALID FOR TWO (2) YEARS FROM DATE RECEIVED.

**FOR STATE OFFICE USE ONLY**

DATE APPLICATION RECEIVED
AMOUNT FEE RECEIVED
DEPOSIT NUMBER
CARD MADE

SIGN HERE ▶	SIGNATURE OF APPLICANT (DO NOT PRINT)	ADDRESS AND CITY	STATE	ZIP CODE

MO 500-1483 (8-91)

## MISSOURI CERTIFICATE OF HIGH SCHOOL EQUIVALENCE

### GENERAL STATEMENT

A non-high school graduate who is a resident of Missouri may qualify for a certificate of high school equivalence by passing the General Educational Development (GED) Tests. Most colleges accept the certificate as meeting the entrance requirement and many employers require the certificate as a prerequisite to employment or promotion.

Members of the Armed Forces may be eligible for the certificate on the basis of the General Educational Development (GED) Tests taken under the auspices of USAFI (prior to 5/31/74) or the American Council on Education (since 6/1/74).

Public high schools are not permitted to issue diplomas on the basis of the General Educational Development Tests as these tests do not satisfy legal requirements for a high school diploma in Missouri.

### ELIGIBILITY

- A. An applicant, to be eligible to take the GED Tests, must meet one of the following requirements: 1. Be 18 years of age or older. 2. Be 17 years of age and out of school at least 6 months from the last day of school attendance. 3. Be 16 or 17 years of age and (a) have the written permission of an authorized school official (head principal or superintendent) or (b) have the written permission of the juvenile judge if under the court's jurisdiction, or (c) a hardship case such as being head of a household, incarcerated in an institution, etc.
- B. An applicant must be a resident of Missouri.

### APPLICATION

**FEE of \$11.00 must accompany EACH application. Make remittance by money order or cashier's check payable to Treasurer, State of Missouri. Fee is not refundable. Personal checks not accepted. Fee expires after two years.**

**AN ADDITIONAL FEE must be paid to the testing center at the time the test is taken. Check with the center regarding this information. A money order or cashier's check made payable to the testing center is required. Personal checks are not accepted.**

### SCORE REQUIREMENTS

A minimum standard score of 225, which is an average of 45 on the five tests, with no score below 35, is necessary to qualify for the certificate. Grade levels from grade 8 through grade 11 are issued through a transcript of grades received.

### DESCRIPTION OF THE GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTS

#### Test I: The Writing Skills Test - 55 Questions

The test consists of spelling, capitalization & punctuation; usage; diction & style/sentence structure and logic and organization. Time allowed for testing - 1 hour and 15 minutes.

**ESSAY — One question which asks you to present in written form, an opinion on an issue or to explain something - 45 minutes.** Total time allowed for testing - 2 hours.

#### Test II: The Social Studies Test - 64 questions

This test consists of economics; geography; political science; history and behavioral science. Time allowed for testing - 1 hour and 25 minutes.

#### Test III: The Science Test - 66 questions

This test consists of biology; earth science; chemistry and physics. Time allowed for testing - 1 hour and 35 minutes.

#### Test IV: The Reading Skills Test - 45 questions

This test consists of practical reading; general reading; prose literature and poetry and drama. Time allowed for testing - 1 hour and 5 minutes.

#### Test V: The Mathematics Test - 56 questions

This test consists of arithmetic; geometry and algebra. Time allowed for testing - 1 hour and 30 minutes.

### EXAMINATION

Upon application and submission of the required fee, the candidate will receive authorization and an official list of Missouri testing centers from the State Department of Elementary and Secondary Education. The candidate is responsible to make an appointment to take the test at the center of his choice. Testing days will vary with each center: some centers test over a period of two days, others complete all the tests in one day.

To be admitted to the testing session, the examinee must provide an approved application, the required fee and proof of identity - picture or signature - (preferably a Missouri driver's license).

Scores for GED Tests which were not authorized by the Missouri Department of Elementary and Secondary Education will not be accepted. Exception is made for members of the Armed Forces and veterans who have taken the tests through USAFI or American Council on Education.

### RE-EXAMINATION *Application and Fee required each time tests are taken.*

Re-examination is permitted after a lapse of two months since the previous attempt. **Applicant must retake those tests on which he received a standard score less than 45.** The highest scores above 35 obtained from separate testings will be combined when necessary to reach the minimum standard score of 225, provided all tests and fee are less than two years old.

Examinee may retake the entire test to raise overall scores provided the examinee has not received a Certificate of High School Equivalence.

### DUPLICATE CERTIFICATES NOT ISSUED

**5 CSR 60-100.030 Administration of Adult  
High School Diploma Program**

(Rescinded August 14, 1978)

**5 CSR 60-100.040 Rules for Administra-  
tion of Adult Basic Education Program**

(Rescinded August 14, 1978)