

**GENERAL EDUCATIONAL DEVELOPMENT (GED)
TESTING CENTER STAFF APPOINTMENT REQUEST AND CERTIFICATION**

PART I

Date: _____

I recommend that _____ be authorized to serve as _____ Chief Examiner/TCO or _____ Alternate Examiner/ALTCO (check one) at the following GED Testing Center:

Center ID Number (GEDTS Contract Number) _____

Center Name _____

Address _____

City _____

State _____

ZIP _____

Telephone # _____

FAX # _____

e-mail address _____

_____ The candidate is replacing _____.

_____ The candidate is an addition to the current staff.

I certify that the candidate meets or exceeds the qualifications necessary to perform the duties as outlined in the GEDTS Examiner's Manual and is **NOT** involved in instruction or preparation for the GED Tests.

Name and Title of Chief Jurisdictional Officer

Signature of Chief Jurisdictional Officer

Date

This candidate is approved to attend the required training to become _____ Chief Examiner or _____ Alternate Examiner.

GED Administrator

Date

PART II

I certify that _____ completed the required GED Test Administration training on:

___/___/___ under the supervision of _____ at _____ Center

___/___/___ under the supervision of _____ at _____ Center.

I hereby request that this appointment be made final and that _____ be approved as _____ Chief Examiner or _____ Alternate Examiner.

Name and Title of Chief Jurisdictional Officer

Signature of Chief Jurisdictional Officer

Date

PART III

The appointment has been approved by this office:

GED Administrator
(5/21/2007)

Date

Florida
State/Province/Territory

INSTRUCTIONS

PART I – Use to request approval for the Chief Examiner or Alternate Examiner to attend required training prior to administering the GED Tests.

When personnel changes or additions are necessary, please complete Part I of this form and submit to:

Tara Goodman
Florida GED Administrator
GED Testing Office
Florida Department of Education
325 West Gaines Street, Room 634
Tallahassee, Florida 32399-0400

NO COVER LETTER IS REQUIRED.

PLEASE ATTACH COPY OF EDUCATIONAL VERIFICATION

The examiner candidate may not attend any training until Part I of the form is approved by the GED Administrator and you receive the signed copy.

PART II – Complete and submit after the candidate meets the training requirements for examiners.

Certification by the Chief Jurisdictional Officer that the candidate has completed the training required to administer the General Educational Development (GED) Tests in accordance with Section 2.4-2 of the GEDTS Examiner's Manual.

PART III – The person may not perform the responsibilities of a Chief or Alternate Examiner until you receive this form with the final approval signature attached.

Please retain a copy of this form during each step of the approval process. Once final approval is granted, it is acceptable to discard the partially approved copies.