



# Age Waiver for High School Equivalency (HSE) Testing

## Overview

Students 17 and 18 years old are required to obtain an age waiver in order to take HSE tests in Minnesota. Two HSE tests are approved in Minnesota: the General Educational Development (GED) Tests and the High School Equivalency Test (HiSET). For instructions on the age waiver process, please see page 4.

To be eligible for an age waiver, 17- and 18-year-olds must meet one of the conditions for waiver approval (listed on the age waiver form in the Conditions for Waiver Approval section and page 3 of this document). It is also necessary to work with an appropriate “agency/institution person” to complete the age waiver form. An “agency person” could be an Adult Basic Education Program administrator, teacher, a qualified K-12 school person, a correctional program administrator, qualified military recruiting staff person, or postsecondary institution. See the table on page 3 to help determine the best waiver condition and/or agency/institution person to select.

Almost all Adult Education (ABE) Programs in Minnesota provide test proctoring for those seeking age waivers. Some may have other requirements or charge a fee. They may also be able to provide financial help to reduce the cost of the tests. To locate an ABE program in Minnesota, call 800-222-1990 or search the Adult Literacy Hotline online at <https://hotline.mnabe.org>.

A completed age waiver form and any supporting documentation required for the selected waiver condition must be submitted to the HSE Office at the Minnesota Department of Education for review and approval. Completed forms may be returned to the Minnesota HSE Office in any of the following ways:

- Email a scanned copy to [mde.abe@state.mn.us](mailto:mde.abe@state.mn.us)
- Fax: 651-582-8458
- Mail to: HSE Testing/Minnesota Department of Education, 400 NE Stinson Blvd., Minneapolis, MN 55413
- Drop form off in person at the Minnesota Department of Education in Minneapolis

For more information on HSE Testing, contact Brandy Logan by email ([brandy.logan@state.mn.us](mailto:brandy.logan@state.mn.us)) or phone (651-582-8604).

## How to complete the form

Applicant / applicant’s parent/guardian must complete the following sections:

- Applicant Identification Information
- Signature of Applicant (if age 18) or Parent/Guardian (if applicant is age 17)

Agency person must complete the following sections:

- Applicant Enrollment and Identity Verification
- Agency/Institution Information
- Conditions for Waiver Approval
- Agency/Institution Person Signature

## How do I select an appropriate “agency person” and/or age waiver condition?

| 1. Condition for waiver   | 2. Agency/Institution person  | 3. Supporting documentation required  |
|---|---|---|
| <p><b>A:</b> I have been dropped from my school’s attendance rolls for at least one full calendar year.</p> <p>NOTE: In Minnesota, a student cannot legally be dropped from all school enrollment until age 17. Alternative schools and homeschools count as being enrolled in school. Therefore, we do not approve the “dropped for a year” condition for applicants under age 18.</p>   | <p>An official from the last school you attended</p> <p>OR</p> <p>Adult Education program staff (with official drop letter from former school)</p>  | <p>If working with a local adult education program, your official drop letter from your former school</p>   |
| <p><b>B:</b> My high school class has graduated.</p>  | <p>An official from the last school you attended</p> <p>OR</p> <p>Adult Education program staff (with official drop letter from former school)</p>  | <p>If working with a local adult education program, your official drop letter from your former school</p>   |
| <p><b>C:</b> An employer indicated on signed/dated letterhead that I must earn an HSE diploma to qualify for employment.</p>  | <p>The employer offering the job</p>  | <p>Offer letter, signed and dated, on official letterhead</p>   |
| <p><b>D:</b> A postsecondary institution or financial aid office indicated on signed/dated letterhead that I must earn an HSE diploma to qualify for acceptance or to begin the financial aid process.</p>  | <p>An official from the institution making the offer</p>  | <p>Offer letter, signed and dated, on official letterhead</p>   |
| <p><b>E:</b> The military indicated on signed/dated letterhead that I must earn an HSE diploma to qualify for acceptance.</p>   | <p>Your military recruiter/contact</p>  | <p>Offer letter, signed and dated, on official letterhead</p>   |
| <p><b>F:</b> An Adult Basic Education (ABE) program or other HSE trained and recognized educational, social service, or correctional agency indicated that successful completion of an HSE Test Battery is a part of my written individual learning plan, AND provided signed/dated documentation showing I have, under the supervision of a trained proctor, earned a minimum score on both an approved reading and math test.</p> <p>NOTE: You are allowed to mix and match GED Ready, HiSET Official Practice Test (OPT11), TABE, and CASAS GOALS subtests. For example: a qualifying math score from GED Ready and a qualifying TABE reading score.</p> | <p>Adult Education program staff</p> <p>OR</p> <p>Other person who has been trained and approved by the Adult Education staff or the HSE vendor on administering the HSE tests in order to proctor the practice tests</p> | <p>If scores are not GED Ready Tests, please provide evidence of the test, test form taken, and test scores such as a printout of the results</p> |

To find a local adult education program, visit the Minnesota Adult Literacy Hotline at <https://hotline.mnabe.org> or call 1-800-222-1990.

## The Age Waiver Process

To obtain an age waiver:

1. Create an account at [www.ged.com](http://www.ged.com) or [www.hiset.org](http://www.hiset.org)
  - a. Ensure that your name, date of birth, and mailing address are correct in your account
  - b. Use an email address that is checked regularly
  - c. If you began testing in a different state: Even if the other state didn't require an age waiver, if you are under the age of 19, you will need to obtain an age waiver to test in Minnesota.
    - i. For GED testers
      1. Update the testing jurisdiction to MN on your profile on [www.ged.com](http://www.ged.com) to indicate your intention to test in Minnesota.
    - ii. For HiSET testers
      1. Create a new account at [www.hiset.org](http://www.hiset.org), selecting Minnesota as your state
      2. Request for your old account and new Minnesota account to be merged by reaching out to HiSET Candidate Services.
        - a. Log in to your HiSET account or call PSI Customer Service at 1-855-My-HiSET (1-855-694-4738) for more information.
2. Determine the most appropriate waiver condition and/or agency person for your situation
  - a. Use Columns 1 and 2 from the table on p. 3
3. Work with the agency person to complete the form and other documentation needed based on the selected condition
  - a. Use Column 3 from the table on p. 3
  - b. Do not alter the form in any way or it will be rejected
4. Submit completed form and any required documentation to the HSE office at MDE
  - a. Email: [mde.abe@state.mn.us](mailto:mde.abe@state.mn.us)
  - b. Fax: 651-582-8458
  - c. Mail: HSE Testing/Minnesota Department of Education, 400 NE Stinson Blvd., Minneapolis, MN 55413
  - d. Drop form off in person at the Minnesota Department of Education in Minneapolis
5. Wait for a response from MDE
  - a. You can anticipate a response in about 5–7 business days from when MDE receives the waiver form
  - b. If your waiver is approved, a notification email will be sent to the email address listed in your testing account. You will be able to proceed with testing
  - c. If your waiver is not approved, MDE will reach out to you or the agency person you worked with regarding next steps and options