

Adult Education Services

High School Equivalency Diploma – Career-ready Portfolio Pathway Guidance

The Career-ready Portfolio Pathway

The Career-ready Portfolio Pathway will provide individuals enrolled in the Arizona adult education system who have not received a high school diploma, but who accumulate and document 22 points in the Academic and Career Readiness areas, a High School Equivalency (HSE) Diploma. Individuals using the Career-ready Portfolio Pathway are still required to pass the Arizona Civics Test.

By adding the Career-ready Portfolio Pathway, Arizona now has a third pathway to the HSE diploma. The GED® Test Pathway and the College Credit Pathway are still available as alternatives for individuals seeking to obtain their High School Equivalency Diploma in Arizona.

State-funded WIOA Title II providers in Arizona will be responsible for implementing the Career-ready Portfolio Pathway in Arizona. ADE/Adult Education Services will provide specific guidelines and technical assistance to adult education providers to successfully implement this new pathway.

Eligibility for the Career-ready Portfolio Pathway

As mandated per A.R.S. § 15-702, individuals who are sixteen years of age or older and not enrolled in school or required to be enrolled in school and lack a high school diploma, will be eligible for the Career-ready Portfolio Pathway.

Additionally, to be eligible to get an HSE Diploma through the Career-ready Portfolio Pathway, candidate must be actively enrolled at one of the Arizona Department of Education (ADE)-funded adult education programs.

Individuals age 16 and 17 shall also be required to provide:

- A signed and notarized statement of consent from a parent or legal guardian, and
- An official withdrawal form from the last school attended verifying that the individual is no longer enrolled.

Requirements of the Career-ready Portfolio Pathway

The specific requirements of the Career-ready Portfolio Pathway are:

- Applicant must be currently enrolled and in qualified status at the time of the application at one of the ADE-funded adult education programs.
- Applicant must accumulate and document 22 points in the following two areas:
 - Academic Readiness (14 points): Student must meet the high school graduation requirements in ELA, Mathematics, Science, and Social Studies.
 - Career Readiness (8 points): Candidate must show employability and workforce preparation through a variety of different sources.
- Pass the Arizona Civics Test.

Academic Readiness Area

The adult education student can accumulate the required 14 points in the Academic Readiness area by combining:

- High school credits
- 100+ level college credits
- Developmental ed. college courses
- GED® subtests passed (2014 Version)
- Adult education class/course completion

Points in the Academic Readiness area are awarded as follows:

Academic Readiness (14 points required)*			
English Language Arts (4 points required)	Mathematics (4 points required)	Science (3 points required)	Social Studies (3 points required)
ELA High School Credit (1 point per credit)	Mathematics High School Credit (1 point per credit)	Science High School Credit (1 point per credit)	Social Studies High School Credit (0.5 to 1 pt. per credit)
ELA College Credit 100+ level course Grade letter C or above (3 credits = 4 points)	Math College Credit 100+ level course Grade letter C or above (3 credits = 4 points)	Science College Credit 100+ level course Grade letter C or above (3 credits = 3 points)	Social St. College Credit 100+ level course Grade letter C or above (3 credits = 3 points)
Dev. Ed. College Course Grade letter C or above (1 course = 2 points)	Dev. Ed. College Course Grade letter C or above (1 course = 2 points)	n/a	n/a
Passed GED® Reasoning Though Language Arts Test - 2014 Version (4 points)	Passed GED® Mathematical Reasoning Test - 2014 Version (4 points)	Passed GED® Science Test - 2014 Version (3 points)	Passed GED® Social Studies Test - 2014 Version (3 points)
Adult Education Classes 60 hours of attendance and -ABE 5 in TABE 11&12, Level D, Reading (1 pt) -ABE 5 in TABE 11&12, Level A, Reading (2 pts) -ABE 6 in TABE 11&12, Level A, Reading (4 pts)	Adult Education Classes 60 hours of attendance and -ABE 5 in TABE 11&12, Level D, Reading (1 pt) -ABE 5 in TABE 11&12, Level A, Reading (2 pts) -ABE 6 in TABE 11&12, Level A, Reading (4 pts)	Adult Education Classes Mastery level of 70% in ADE/ASE approved online Science course completed (1 point per course)	Adult Education Classes Mastery level of 70% in ADE/ASE approved online Social Studies course completed (from .5 to 1 point per course)

*Additional components not listed in this table may be incorporated in the Academic Readiness.

Career Readiness Area

The eligible student may document the required 8 points in the Career Readiness area by earning points from the following sources:

- Credit bearing college courses
- IET or I-BEST course completion
- CTE credits
- Arizona or nationally recognized Career Readiness Credential
- Employment verification
- Internship verification
- Industry Recognized Credential

Points in the Career Readiness area are awarded as follow:

Career Readiness (8 points required)*	
Source	Points
Any 100+ level College credit bearing classes, not used in the Academic Readiness area. Minimum passing grade letter of 'C'.	1 point for each credit hour earned. (up to 5 points)
Certificate of IET or I-BEST course completion from an AZ state-funded Adult Education IET program. Required: Industry Recognized Credential.	5 points
Career Technical and Education (CTE) Credits. Must be verifiable in Official High School Transcript.	1 point per credit hour (up to 3 points)
Arizona Career Readiness Credential ACT WorkKeys	1 to 4 points depending on performance level
1 year of continuous full time or part time employment verification. No self-employment allowed.	1 point (Up to 1 point)
120 verifiable internship hours. No volunteering work allowed.	1 point (Up to 1 point)
Industry Recognized Credential. Must be different from IRC earned by completion of an IET/I-BEST course and must be verifiable.	1 point (up to 1 point)

*Additional components not listed in this table may be incorporated in the Career Readiness.

Applying for an HSE Diploma through the Career-ready Portfolio Pathway

Adults eligible to apply must be a qualified adult education student at a state-funded adult education provider. The adult education program will be required to verify and submit the supporting documentation and application to the Arizona Department of Education on behalf of the eligible student.

A qualified adult education student is a learner who:

- Is currently enrolled in a state-funded adult education program at the time of the application
- Has accumulated a minimum of 12 hours of attendance, and
- Has completed the initial assessment in all required subject areas.

There are no exceptions to these requirements.

Career-ready Portfolio Pathway Application Process

State-funded adult education programs will be required to sign an assurance during the grant application process in which they agree to facilitate the process for HSE attainment through the Career-ready Portfolio Pathway, in accordance with ADE/AES guidelines. This includes counseling and referral services to eligible students.

Eligible students are required to collect and bring the required documentation to the adult education program. Once student brings the required/supporting documentation to the program, a designated staff member will determine if the supporting documentation qualifies for the Career-ready Portfolio Pathway. Adult education providers must provide guidance to eligible students regarding the documentation they should use to fulfill the requirements of this pathway.

Once all documentation is complete, the designated adult education staff member will submit the required documentation and Career-ready Portfolio Pathway Application to the Arizona Department of Education on behalf of the eligible student.

ADE/AES will have the final decision to determine if all the submitted documentation meets the requirements of this pathway.

Note: Per the Code of Federal Regulations (CFR200), under §200.469 Student Activity Costs, costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the Federal award.

Arizona Civics Test Requirement

As of January 1, 2017, any person wishing to obtain an Arizona high school equivalency diploma must pass the Arizona Civics Test (per A.R.S. §15-701.01)

Applicants who passed the Arizona Civics Test while enrolled in high school, must request an official transcript in a sealed envelope from the educational institution where the test was passed. This transcript must be turned in as part of their supporting documentation to the adult education program.

If an applicant hasn't passed the Arizona Civics Test, then the student must create a GED.com account to schedule, pay for, and complete the test.

Financial Aid Eligibility for the Career-ready Portfolio Pathway

Federal regulations establish that to be eligible to obtain financial aid, candidates must, among other things, "show you're qualified to obtain a college or career school education by: having a high school diploma or a recognized equivalent such as a General Education Development (GED) certificate."

Individuals wanting to earn a High School Equivalency Diploma through the Career-ready Portfolio Pathway may be eligible for financial aid if they are currently enrolled in an eligible career pathway program and meet one of the “ability-to-benefit” alternatives.

For information about these criteria contact the financial aid office at a postsecondary school. The financial aid counselor can help determine if the school offers an eligible career pathway program and about any ability-to-benefit tests the school uses.

(Source: <https://studentaid.ed.gov/sa/eligibility/basic-criteria>).

DRAFT