



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 6, 2000

TO: Competency Test Coordinators
GED Examiners
Basic Skills Directors

FROM: Delane F. Boyer, Coordinator GED/AHS Programs

SUBJECT: Regional Competency Test Training and GED Meeting

Regional one-day meetings are scheduled during October 2000 to train Competency Test Coordinators; and to discuss the transition to the new GED Tests. Refer to the attached schedule and agenda.

We are required by the Department of Public Instruction to train Competency Test Coordinators each year prior to the delivery of the Competency Tests. All Competency Test Coordinators are to be trained even though they may have been trained the past year. After the training, the test coordinators will be asked to sign the Security Agreement form. This form will be given to TOPS to indicate that the Competency Tests Coordinator has received training and can be sent the Competency Test.

Also, GED meetings are scheduled on the same days as the training for test coordinators. The purpose of these GED meetings is to discuss issues for transition to the new GED Tests, which will be implemented on January 1, 2002.

Please send to this office, by mail or FAX (919) 733-0680, the name of the Competency Test Coordinator no later than September 29, 2000.

Also, send me the number of individuals who will be attending the Competency Test training and the GED meetings. Indicate which date and whether the individuals are attending the Competency Test training or the GED discussion sessions. Please send this information no later than one week prior to the selected date of attendance.

Should you have questions on this matter, please contact me (Ext. 722) or Mrs. Joy Matthews (Ext. 746) at 919 733-7051.

Attachment

C: President

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Paper Copy