



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

May 1, 2006

TO: GED Chief Examiners
FROM: Lou Ann Parker, GED/AHS Coordinator
SUBJECT: General Educational Development (GED) 2007 Contract

Attached is the GED 2007 contract for the operation of your testing center(s) from January 1, 2007 through December 31, 2007. Also included is an explicit memo for completing the 2007 contract package, which include the GED materials order form, Test Security memorandum, Test Center Profile, and GED Examiner's Technology Survey.

Send all of the following to this office no later than July 18, 2006.

- Completed GED Annual Contract (Our office will make copies of the contract after I sign and will return a copy to you.)
- U.S. GED Order Form (2 copies, **one for you to use later** if needed)
- Test Security Memo with the Chief and Alternate Examiners initialing Items 1-17 and both signing the memo in the appropriate locations
- Test Center Profile
- GED Examiner's Technology Survey
- A copy of your Official GED Testing Center's Emergency Plan (even if one was previously sent)

GED Testing Service requires me to send one shipment of the above contract materials. If we are late in submitting our contract materials to GED Testing Service, we may not get our test materials in time to begin testing on January 1, 2007. To avoid a delay in shipment of your testing materials, it is imperative that you submit your contract materials by the due date. Test materials will be shipped directly to you by December 31, 2006. You do not need to send a purchase order. GED Testing Service will send an invoice after your order is shipped. **No forms should be sent directly to GED Testing Service.**

If you wish to have addendum site(s) under Section II of the contract, please complete **Section 12 form L-25 Request for Transportation Addendum to Annual Contract** in the GED Testing Service 2005 GED Examiner's Manual and send it to this office for processing.

Should you have any questions, please call me at (919) 807-7214 or Karen O'Neal at (919) 807-7138.

Attachments

C: Presidents

Senior Continuing Education Administrators

Basic Skills Directors

Dr. Delores Parker

Dr. Randy Whitfield

CC06-095
Paper & Email Copies