



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
12234

ADULT CAREER AND CONTINUING EDUCATION SERVICES  
ADULT EDUCATION PROGRAMS AND POLICY  
89 WASHINGTON AVE. ROOM 460 EBA  
ALBANY, NY 12234  
Tel. 518 474-8892 Fax 518 474-0319

December 28, 2017

To: **All Programs funded by NYSED AEPP-ACCES**  
**Includes: WIOA (all areas), EPE, ALE**

From: **Robert L. Purga, NYS Director of Adult Education**

Re: **Program credit for NYS HSE Diplomas**

This memo will provide an outline of the criteria that will be used to determine the number of HSE diplomas that will be credited to your adult education program's performance reports beginning retroactively to July 1, 2017. Based on NYSED and NRS guidelines, there are explicit criteria used to determine whether a student's NYS HSE diploma will be associated with your funded program. These criteria will also be used for the newly implemented NY Reporting System for ALE funded programs.

There are two instances when the NYS HSE diploma is included in NYSED's performance reporting:

The first is associated with **Measurable Skill Gain**; students meeting the following criteria will be credited with Measurable Skill Gain with or without a post-test:

- Student must have a minimum of 12 contact hours recorded in ASISTS,
- Student must have a valid pre-test (any Educational Functioning Level is acceptable NRS 1-6 or NYRS 1-6),
- Student must have TASC Readiness scores recorded in ASISTS (with scores above 50% for likelihood of passing),
- Student must be referred to the TASC exam with a T-TAF (TASC-Test Application Form),
- Student achieves the NYS HSE diploma (as reported by ASISTS).

The second is associated with the follow-up outcome of attaining an HSE diploma, the diploma will be counted as Credential Attainment when the following criteria are met:

- Student must have a minimum of 12 contact hours recorded in ASISTS,
- Student must have a valid pre-test,
- Student must have at least one score (Math or Reading) at either NRS Level 5 or 6 Educational Functioning Level,
- Student must be enrolled in an HSE class and receiving HSE preparation instruction,
- Student must have TASC Readiness scores recorded in ASISTS (with scores above 50% for likelihood of passing),
- Student must be referred to the TASC exam with a T-TAF (TASC-Test Application Form),
- Student is either employed or enrolled in training one year after exiting the program.

cc: RAEN Directors  
ACCES-Adult Education Regional Staff